

## SUPPORT & DEVELOPMENT

# HUMAN RESOURCES SPECIALIST

REPORTS TO: HR DIRECTOR

WORKS CLOSELY WITH: ACCOUNTING DEPARTMENT AND STAFF ACROSS ALL CAMPUSES

CLASSIFICATION: FULL-TIME//SALARY//ON-SITE//HOURS: MONDAY - FRIDAY//INCLUDES HOLIDAY, OCCASIONAL WEEKEND, AND EVENING HOURS.

The HR Specialist role helps with the administration of all HR functions including employee lifecycle, and benefits management. This is an exciting opportunity for someone who is results-driven, detail oriented, and has a calling to ministry that's "behind-the-scenes."

### PERSONAL QUALIFICATIONS:

- Submits their life to God and the authority of His Word.
- Understands and supports Flatiron's vision and values; uses vision to filter decisions.
- Embraces key values integral to Flatirons staff culture: integrity, honor, mission.
- Exemplifies qualities core to Flatirons DNA: humility, vulnerability, authenticity, humor.
- Willing to take calculated risks or try unconventional ideas to yield impactful results.
- Committed to continual growth: spiritual, personal, professional; invests in the growth of others.
- Uses humor to connect with people and is a relational team-player.

### PROFESSIONAL QUALIFICATIONS:

- 2+ years' experience in personnel management, human resources, or equivalent functions.
- Superior communication skills, written and verbal.
- Positive, professional, self-starter who possesses the ability to organize, adjust and prioritize responsibilities.
- Ability to handle/maintain confidential information and sensitive situations with discretion, diplomacy, and tact.
- Attentive to detail with excellent time management.
- Ability to take initiative and embodies "see the need, meet the need" work ethic.
- Experience with Microsoft Office Suite including Outlook, Excel, and Teams.

### PRIMARY RESPONSIBILITIES:

- Coordinates the process of employee changes including onboarding, transfers, promotions and offboarding.
- Maintain accurate employee files and records in HRIS, Shelby, Rock RMS, And Leadr.
- Administers various employee benefits programs, such as medical, dental, vision, disability, life insurance, 403(b) and COBRA.
- Assist in the coordination of annual open enrollment process and resolving weekly file feed discrepancies between benefit providers and HRIS.
- Assist in the administration of employee recognition, feedback, and performance programs or initiatives.
- Assists in screening applicant resumes, coordinating interviews, and tracking applicants through the interview process.
- Completing, verifying, and maintaining compliant I-9 files.
- Submitting reference requests and assisting with background checks.
- Front-line support for day-to-day human resources functions and employee or manager requests.
- Processing verification of employment requests, compliance audits, and workers compensation claims.
- Assist with compliance requirements.
- Other job-related duties and responsibilities as assigned.



## BENEFIT INFORMATION:

- Salary Range/year: \$50,000-60,000
- An additional 20% of Trimester earnings available as a bonus based on church health, goal completion, and employment for the measurement period.
- Base Health, Dental, and Disability Insurance 100% cover by Flatirons
  - Buy up options and additional coverage, including vision and insurance, are available.
- 3 weeks of PTO per year with an added week off after Christmas services.
- 403(b) retirement plan with a matching contribution of up to 10% of your salary.
- Discount on Tuition at Flatirons Academy.