



HR Generalist

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing member of Watermark or willing to become one.

JOB TITLE: HR Generalist

DEPARTMENT: Operations

REPORTS TO: HR Director

FLSA STATUS: Exempt

TIME REQUIREMENTS: Full-time; in-office

CLASSIFICATION: Non-Ministerial

VISION: Abiding in Jesus, we are making disciples together.

POSITION SUMMARY: Responsible for the administration of payroll, employee benefits, and employee records

POSITION RESPONSIBILITIES:

1. Payroll
 - a. Create, submit, and process payroll on a semi-monthly basis
 - b. Track monthly, quarterly, and annual special payroll items (life insurance, bonuses, tax fringe pay, etc.)
 - c. Assist employees with direct deposit, W-4 tax withholding, housing allowance, and other inquiries
 - d. Prepare documentation and final payroll needs for terminations
 - e. Collaborate with Finance Team members to prepare hourly, salary, and 403b contribution journal entries
 - f. Maintain up-to-date compensation data for staff compared to church and external marketplace benchmarking
2. Benefits
 - a. Assist with the administration of employee healthcare benefits offerings, serving as a day-to-day point of contact for staff and helping coordinate with insurance brokers and carriers
 - b. Monitor premium payments, claims funding, and administrative fees for all benefits
 - c. Process employee 403b retirement selections, contributions, and Watermark-funded matching
 - d. Maintain and process employee cell phone allowances, fitness reimbursements, camp benefits, college tuition assistance, and sabbatical stipends
 - e. Support the HR Director in leading new hire and Watermark Institute benefit meetings
 - f. Prepare annual employee benefit meeting materials and support the presentation of benefits to staff
 - g. Address individual staff benefit matters ensuring a caring and responsive experience while escalating issues appropriately and in a timely manner
 - h. Help prepare and distribute ongoing benefits materials and education to staff
 - i. Initiate and process employee workers' compensation claims
3. Reporting and Compliance
 - a. Facilitate the annual workers' compensation audit and address requests promptly
 - b. Prepare annual compensation worksheets and monitor the completion of staff compensation discussions
 - c. Complete annual church census and salary surveys
 - d. Ensure benefits and payroll practices remain compliant with applicable laws and regulations (i.e. FLSA, ACA, ERISA, COBRA)
 - e. Support internal and external audits related to payroll and benefits
 - f. Maintain confidentiality and data security for employee information

4. Other

- a. Administer the HR information system (HRIS), ensuring complete, accurate, and confidential records
- b. Maintain and update the Employee Handbook annually, incorporating policy changes
- c. Complete external employment verification requests
- d. Participate in general Watermark staff-required activities (e.g., expense reporting, Staff on Call, staff meetings, retreats, Christmas Eve, Easter, other “all hands on deck” events, etc.)

ROLE QUALIFICATIONS:

- Commitment to the vision and 10 markers of Watermark Community Church
- Commitment to Watermark’s staff values: Dependent, Unified, Excellent, and Fun (DUEF)
- Bachelor’s degree in human resource management, business administration, or related field
- 3+ years of human resources, payroll, benefits, or healthcare experience
- Current or working toward an HR professional certification such as SHRM-CP or SCHRM-SCP is preferred
- Knowledge of payroll and HRIS applications (Paycom, Rippling, or similar)
- Proficient in Microsoft Excel, Word, Outlook
- Excellent organizational skills, diligence in following through on tasks and projects
- High capacity, flexible and adaptable, self-motivated, customer-service oriented, thorough and detail-oriented, trustworthy and discreet

All employees' job descriptions are subject to change from time to time at the sole discretion of management.