



HR Manager

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 Manager

FLSA STATUS: Exempt

DEPARTMENT: Operations

TIME REQUIREMENTS: Full-time; in-office

REPORTS TO: Finance & HR Director

CLASSIFICATION: Non-Ministerial

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

POSITION SUMMARY: Responsible for the management 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
2. Benefits
 - a. Manage comprehensive employee healthcare benefits offerings. Serve as primary point of contact for church healthcare insurance brokers, carriers, and partners.
 - b. Manage premium payments and administrative fees for all benefits, including claims and HRA funding
 - c. Process employee 403b retirement selections, contributions, and Watermark-funded matching
 - d. Manage employee benefits for life, short-term disability, and long-term disability insurance
 - e. Manage employee time off policies, systems, and records
 - f. Manage employee cell phone allowances, fitness reimbursements, camp benefits, college tuition assistance, and sabbatical stipends
 - g. Lead annual employee benefits meeting to provide updates, refreshers, and guidance related to benefits
 - h. Manage employee workers' compensation claims
 - i. Alongside executive leaders, support planning and communication for staff holidays and office closures
3. Reporting
 - a. Facilitate the annual workers' compensation audit and address requests promptly
 - b. Support the annual financial statement audit to ensure proper accounting of payroll and benefits
 - c. Prepare and distribute annual employee compensation worksheets. Monitor staff compensation discussions and answer questions as needed.
 - d. Complete annual church census and salary surveys
4. Other
 - a. Ensure compliance with all applicable employment and labor laws (FLSA, FMLA, OSHA, EEOC, etc.)
 - b. Manage the church's HR information system (HRIS), ensuring complete, accurate, and confidential records
 - c. Create and maintain employee profiles on Watermark's website
 - d. Alongside the People & Culture Coordinator, conduct exit interviews for offboarding employees
 - e. 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, management, or related field
- 5+ years of human resources, payroll, benefits, or healthcare experience is preferred
- HR professional certification such as SHRM-CP or SCHRM-SCP preferred
- Knowledge of payroll and HRIS applications preferred
- 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.