

Lake Mead Christian Ministries (LMCM) Minister- Personnel Processing Specialist**Job Type: Full Time****Department: Personnel Processing (Financial Services)****Reports to: Head of Personnel Processing**

Job Summary: The Personnel Processing Specialist is responsible for different aspects of the employee life cycle at LMCM. This position will work directly with the Head of Personnel Processing to ensure each LMCM employee has complete knowledge and understanding of LMCM's employee systems, processes, and benefits.

Required Spiritual Qualities

- Acknowledge Christ as Savior and live life as His disciple.
- Support LMCM's Mission by making disciples of Jesus Christ through community involvement.
- Demonstrate spiritual flourishing through prayer, Bible study, and outreach to others.
- Believe the Bible to be the inspired, authoritative and inerrant Word of God.
- Agree with and actively support the LMCM Statement of Faith.
- Show evidence the fruit of the Spirit in interacting with people
- Have a Christ-centered home.
- Attend and actively participate in an evangelical local church.

Essential Job Functions:

- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Maintains the integrity and confidentiality of human resource files and records.
- Performs periodic audits of HR files and records to ensure that all required documents are collected and filed appropriately.
- Provides clerical support to the HR department.
- Assist with benefits, which may include health, disability, and retirement plan providers.
- Conducts or assists with new hire orientation.
- Assists with planning and execution of special events such as benefits enrollment, organization-wide meetings, employee recognition events, holiday parties, and retirement celebrations.

New Hire Orientation (NHO):

- Create, prepare, and update New Hire Binders (stock always on hand and available)
- Prep for NHO weekly meeting, personalizing binders and setting up new employees
- Assist with NHO weekly meetings, onboarding new staff, and ensuring all paperwork is appropriately signed, and IDs received

I-9 Forms and Binders:

Updated May 2, 2022

- Maintain binders to ensure compliance, with forms and IDs of current employees
- Removing forms of former employees.
- Update with name changes as needed

Background Checks:

- Responsible for running background checks for volunteers and forwarding to appropriate departments

Employee Web Services (EWS):

- Set-up newly hired employees
- Train employees on how to use
- Assist with questions as needed

MIP/HR Module:

- Set-up newly hired employees
- Update staff information as needed

Master Staff List Tracking / Updates:

- Ensure it matches MIP
- Track 60-day reviews to ensure they are completed in a timely manner
- Update as needed

Benefits:

- Assist staff with any questions as needed

Other Duties as supervisor deems necessary.

Qualifications: BA Preferred; General computer skills required - Google Suite preferred, Word, Excel, Previous Human Resource experience helpful

Compensation: *\$29,120 - \$31,200

Benefits:

- *Qualifies for tax benefits
- Accrued PTO and Sick leave
- Vision - Self Pay Group Policy
- Dental - Self Pay Group Policy
- 403B matching and other retirement programs
- Christian Healthcare Ministries for health care coverage CHM.org - shared cost with employee/employer
- Short and long term disability at the cost of the ministry.
- 25,000.00 life insurance at the cost of the ministry
- Additional life insurance up to \$150,000 - Self Pay
- Ministry Scholarship for student tuition and Lil' Eagle's cost reductions
First year hires receive a 50% scholarship, then each year add 5% until you reach a max of 70%

