



Position: HR Generalist
Reports to: HR Manager
Supervises: N/A
Classification: Exempt
Location: Central Office
Organization: Hope's Closet

Objective

The Human Resources Generalist is responsible for performing HR-related duties for the Hope's Closet ministry. This person will work closely with other members of the HR ministry team, supporting the overall mission of The Church of Eleven22 and Hope's Closet. This position carries out responsibilities in the following functional areas, but not limited to: bi-weekly staff and contractor payroll, onboarding, orientation, culture training, recruitment/employment, employee relations and employment law compliance.

Key Responsibilities

- Assist with the implementation of HR process including performance management, employee engagement, talent acquisition and retention, employee relations, training and policy interpretation
- Maintain and interpret knowledge of trends, compliance with federal, state and local employment and payroll laws and regulations and recommended best practices; reviews policies and practices to maintain compliance and guidance
- Audit of HRIS System to ensure data accuracy for all retail team members
- Respond to worker's compensation claims and file appropriate paperwork
- Handle all administrative tasks for onboarding, new hire orientation and separations, including entering data into HR information systems and auditing for accuracy and compliance
- Organize and process payroll bi-weekly for staff and contractors to ensure all transactions are processed accurately and timely
- Accurately process and monitor garnishment calculations and compliance.
- Process and distribute accurate and timely year-end reporting (i.e., W-2, 1099, etc.)
- Complete salary employment requests and verifications
- Support payroll tasks associated with annual financial audit
- Ensure legal compliance by maintaining appropriate records and monitoring federal and state requirements
- Work closely with serve staff to organize and provide direction of how they can assist in the HR ministry
- Other duties as assigned including assisting other team members and projects as necessary

Competencies

- Model the mission, vision and core values of Hope's Closet and The Church of Eleven22
- Deep understanding of employment laws such as EEOC guidelines, FLSA and ADA required
- Ability to adapt to change
- Ability to learn and utilize new computer software
- Demonstrated ability to make disciples who make disciples



- Demonstrated ability to multi-task, prioritize, work proactively and independently while maintaining composure in meeting deadlines effectively in a fast-paced office environment
- Strong, pro-active communication (verbal and written) and interpersonal skills
- Possess strong organizational, planning, high attention to detail and problem-solving skills
- Demonstrated ability to manage restricted, confidential and sensitive information with professionalism and discretion
- Exceptional organizational, time management and prioritization skills
- Strong verbal and written communication skills
- Ability to build effective individual and team relationships
- Demonstrated knowledge of applicable employment laws and regulations

Education & Experience

- Bachelor's Degree or equivalent work experience
- Certified Payroll Professional (CPP) certification preferred, but not required
- 2-3 years of HR generalist experience
- 3-5 years of payroll experience working within a large team or department
- Experience in retail preferred, but not required
- Proficient in Paycor, ADP Run, Microsoft Outlook, Word and Excel

Position Type/Expected Hours of Work

This is a full-time, exempt position. Days and hours of work will vary depending on church needs.

Work Environment

This job operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

Physical Demands

This is largely a sedentary role; however, some filing is required. This would require the ability to lift files, open filing cabinets and bend or stand as necessary.

EEO Statement

Hope's Closet provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, age, sex, national origin, disability status, genetics, protected veteran status or any other characteristic protected by federal, state or local laws. Hope's Closet reserves the right to discriminate on the basis of religion to the full extent permitted by law.