

# HOUSTON'S FIRST BAPTIST CHURCH

## Position Assignment:

**Proposed Job Title:** Human Resources Assistant      **Department:** Human Resources  
**Recruited By:** Director of Human Resources      **Reports To:** Director of Human Resources  
**Location:** Loop Campus      **Status:** Full-Time Non-Exempt  
**Proposed Employment Category:** IV

**Summary of Position:** The Human Resources Assistant will assist the Human Resources team with administrative tasks, Paycom onboarding new hires, and payroll processing.

**Purpose:** The Human Resources Assistant is responsible for supporting the Human Resources office with administrative tasks including scheduling meeting rooms, ordering food for meetings, ordering name badges for staff and deacons, and keeping the workroom stocked. This position will assist the Associate Director of Human Resources with adding new hires to Paycom as part of the onboarding process. This position will support the Human Resources Associate with all aspects of payroll preparation and processing.

## Duties and Responsibilities:

### Administration

- Assist the Human Resources team by scheduling rooms and set ups, ordering food for meetings, and keeping the workroom stocked with office supplies, copy paper, and snacks and drinks for the team.
- Collect and place orders for all HFBC employee, volunteer, and deacon name badges.
- Coordinate with the Communications and Creative team to ensure that the staff names and titles listed on the website are accurate and up to date.

### Payroll

- Assist the Human Resources Associate with all payroll runs including review of all timesheets and verification of accuracy for all payments made. Gather payroll data, calculate hours and wages, and process paycheck runs through Paycom software.
- Coordinate payment for all School of Fine Arts teachers.
- Collect dependent travel and sabbatical expense receipts once approved by the Personnel Committee.

### Paycom

- Onboard all new employees through Paycom and ensure completion of all assigned tasks to include all government-required paperwork and criminal background checks.
- Serve as the Paycom specialist for HFBC by supporting employees and supervisors with Paycom issues to include password resets and missing punches.

## **Other**

- Serve as backup for the HFBC Receptionist as needed.
- Partner with the Executive Pastor's office to plan and execute annual Team First and Staff Celebration events.
- Plan and execute HFBC culture through semi-annual new employee lunches and periodic (at least quarterly) social gatherings or lunches.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

## **Skills Requirements:** Select all that apply

Language skills                              Math skills                              Reasoning ability

PC skills:      Windows      MS Office      MS Outlook      MS Excel

Administration                              Service to others                              Teacher/Leader

Good Communication skills                              Team builder                              Self-disciplined

Servant leader                              Decision maker                              Strong work ethic

Empathy for ministry partners                              Attention to detail

## **Education and/or Experience:** Select all that apply

College graduate preferred                              Administrative Experience                              Personnel Management

Church Staff experience preferred      Other: [Click here to enter text.](#)

**Organizational Relationships:** Reports to Director of Human Resources

## **Working Conditions:** Select all that apply

40 hour work week                              Additional hours as needed                              Occasional off campus activities

Continuing Education                              Specialized training                              Occasional travel

**Prepared By:** Maria Estrella

**Title:** Director of Human Resources

**Date Prepared or Revised:** January 24, 2024

**Signature of preparer:** \_\_\_\_\_

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name