



TEXAS BAPTISTS®

BAPTIST GENERAL CONVENTION OF TEXAS

OPEN POSITION POSTING

Opening Date: 10/09/2019

Closing Date: Until Filled

Position Title: HR Consultant – Benefits Coordinator

Department/Division: Human Resources

Job Type: Regular Full-Time, Exempt

Location: 7557 Rambler Rd, Ste. 1200, Dallas, TX 75231

BASIC FUNCTION: Manage the Baptist General Convention of Texas (BGCT) benefit and human resources programs. Provide HR and benefit services and consultation to the BGCT management team and employees on a daily basis.

Position description/objective: *NOTE: Some descriptions may have more specific duties and/or goals and objectives attached to this form. Such attachments normally reflect unique aspects of specific locations, shifts, departments, etc.*

- *1. Serve in the human resources and benefit function at the BGCT to provide HR and benefit administration and support according to BGCT-established policies and procedures.
- *2. Assist BGCT managers and employees in the areas of general HR processes, procedures and guidelines.
- *3. Oversee employee benefit programs to include employee communications, orientations and training, enrollment, issue identification and resolution, and coordination with vendors.
 - A. Manage employee background checks and child protection safety courses through Ministry Safe.
 - B. Manage employee insurance benefit programs to include health, dental, prescription, life, Section 125 and optional insurance programs.
 - i. This includes employee communications about benefits, eligibility, and plan provisions.
 - ii. In addition, accurately process all required billing changes and payments to plan vendors.
 - iii. Accurately submit all benefit costs to payroll for processing.
 - C. Manage annual re-enrollment for all employees and all participating partner organizations.
 - D. Manage employee 403(b) Retirement Plan benefit program.
 - i. This includes employee communications about benefits, eligibility and plan provisions.

HR Consultant – Benefits Coordinator

- ii. In addition, accurately processes all required billing changes and payments to plan vendors.
 - iii. Handle employee requests for Maximum Contribution Limits calculations, working with provider as needed.
 - iv. Maintain accurate records for all employees so that all guidelines are followed according to 403(b) Plan Document.
 - v. Accurately notify payroll of all 403(b) Retirement Plan costs.
- *4. Assist Director of HR:
- A. Employee investigations and responses to regulatory agencies such as EEOC.
 - B. Design, development and implementation of administrative procedures and policies as requested.
 - C. Facilitation of employee and management training classes on various HR topics as requested.
 - D. Manage special projects efficiently.
 - E. Research, analyze data, and produce monthly reports as required; research miscellaneous issues as appropriate.
- *5. Create and run reports from the BGCT payroll system on employees, employee benefits, eligibility, utilization, and other functions as requested and as legally required.
- *6. Prepare annual Total Compensation Statements for all regular full-time employees.
- *7. Process and report Affordable Care Act (ACA) documents for all regular full-time employees.
- *8. Manage onboarding/offboarding processes:
- A. Collect new hire documentation from new employees; prepare new hire orientation packets and facilitate new hire orientation for all new employees statewide and for all partner organizations; enter new employees into Paycom (payroll system).
 - B. Handle drug testing and background investigations.
 - C. Manage benefits for terminating and retiring employees, including Medical Continuation Program, Continuing Insurance Eligibility or retiree coverage information
 - D. Manage the continuing coverage programs to include but not limited to assisting terminating employees, providing premium information and paperwork and submitting all information on election or declination to the appropriate vendor.
- *9. Assist and serve as the back-up to the HR Consultant/Recruiting and Administration:
- A. Manage the BGCT recruiting process as needed, to include but not limited to, posting of job openings, job descriptions and advertisements.
 - B. Process and handle FMLA/Medical Leave requests and paperwork.
 - C. BGCT employee service award and all recognition programs.
 - D. Assist in processing check requisitions, invoices, and travel expenses as required, accurately and timely.
 - E. Process expense forms and mail reimbursement checks accurately and timely as required, and according to established procedures.
 - F. Create job descriptions as requested; assist to produce, revise and maintain current job descriptions.
- *10. Assist and serve as the back-up to the Payroll Administrator:
- A. Prepare reports from the payroll system.

- B. Check all changes submitted from HR are entered in payroll system since last pay period prior to running each payroll to ensure accuracy.
 - C. Provide whatever assistance is needed so that payroll runs timely and accurately.
- *11. Reconcile payroll benefits records to monthly benefits billing to ensure accuracy in general ledger.
 - *12. Attend all meetings and participate in all training programs as required.
 - *13. Accurately enter data into computer system; prepare accurate correspondence and documents as required.
 - *14. Accurately and timely process mail and other correspondence daily and distribute to appropriate staff timely.
 - *15. Promptly answer phones, take messages and respond to requests for information accurately.
 - *16. Maintain compliance with all policies, procedures and requirements. Maintain compliance with all federal and state laws.
 - *17. Perform other duties as required.

*Task which is considered to be an essential function and primary duty of the job

Required skills and experience: *NOTE: These requirements represent minimum levels in order to perform the job on a satisfactory basis. Candidates must have the ability to satisfactorily perform the essential functions of the job.*

1. In-depth understanding of a comprehensive field of knowledge, generally acquired through an earned bachelor's degree in related field. Minimum of 2 years applicable human resources or administrative experience. Prior experience working in human resources field preferred.
2. Active membership in a church supportive of the BGCT during employment.
3. Commitment to the highest ethical principles and teachings both professionally and personally, with an understanding and commitment to Baptist distinctives.
4. Proficient ability to appropriately manage confidential information and data; ability to use discretion, judgment, tact and diplomacy when dealing with confidential matters and information.
5. Self-motivation, ability to use own initiative and ability to perform assigned responsibilities accurately and timely with minimal supervision; demonstrate a solution-driven approach and attitude.
6. Ability to be detail oriented; must possess strong organizational, time management and follow-up skills.
7. Ability to work with all levels of management and possess excellent interpersonal skills.
8. Excellent communication skills, both written and verbal. Must be able to comprehend complex statements and then translate into common, everyday language.
9. Strong knowledge of basic employee benefits plans, including but not limited to insurance (life, medical, dental, disability), retirement and workers' compensation.
10. Basic knowledge of federal and Texas state employment laws.
11. Ability to work in a fast-paced environment where changing priorities is the norm.
12. Ability to balance support of the HR team with the job role's independent tasks and responsibilities and perform all work with a high degree of quality and accuracy.
13. Excellent customer service skills.
14. Proficient client management skills.

15. Accounting skills to process invoices, vouchers, and checks.
16. Ability to speak, read, and write English; ability to speak clearly and make self understood in face to face interactions; to articulate with accuracy on the telephone.
17. Ability to hear and receive verbal instructions, answer phones, and proficiently and professionally communicate in situations with some background noise.
18. Ability to concentrate on fine detail with some interruption; ability to focus attention on tasks for 45-60 minutes at a time on a continuous basis.
19. Ability to remember verbal and written tasks/assignments from a few hours to long periods of time.
20. Ability to establish and maintain effective working relationships.
21. Professionalism in the workplace to include accurate communication with others and appearance.
22. Ability to travel with some overnight stays required.
23. Advanced working knowledge and ability to use various office software including, but not limited to, Microsoft Word, Microsoft Excel, Google email, Microsoft PowerPoint, and internet skills.
24. Ability to operate standard office machinery to include but not limited to copier, fax and calculator.
25. Ability to use up to 20 pounds of force occasionally and/or up to 10 pounds of force frequently to move objects.

The purpose of BGCT job descriptions is to describe the basic function, major responsibilities/tasks and essential functions of each job so that employees can be aware and understand what is expected of them. The descriptions also provide information useful for recruiting, training and performance appraisal. This document does not create an employment contract, nor does it modify the at-will employment status of all employees.

A job description is not meant to inhibit employee creativity or innovation. The description will be revised as job responsibilities change materially.

CONTACT: **Human Resources**
 Phone 214-828-5168
 FAX 214-853-4257
 E-Mail hr@texasbaptists.org

Texas Baptists is an Equal Opportunity Employer.