



Job Title: Human Resource Manager

Location of Employment: The Heights Church
1315 Grandview Hwy
Cleburne, TX 76031

Rate of Pay: DOE

Job Description: The Human Resources Manager is responsible for leadership of The Heights Church's Human Resource function. This includes human relations, benefits administration, compensation, recruiting, training and development and facilities coordination.

Job Duties:

1. Work with the Executive Team to develop and implement Policies and Procedures.
2. Oversee Recruiting, Onboarding and Paperwork for all new team members.
3. Maintain accurate records for tax and employment purposes in compliance with State and Federal regulations.
4. Administrate medical, dental, eye care, 403(b), and other benefits available to eligible employees.
5. Work with Executive Team to implement staff compensation program including, but not limited to job descriptions, salary ranges, and periodic (annual) benchmarking and adjustments.
6. Payroll Processing and Benefits Tracking
7. Develop and maintain department budget.
8. Assist Director of Finance with Pastoral expense reconciliation.
9. Coordinate with department administrators on submission on receipts for Pastoral Expense reconciliation.
10. Perform other duties as assigned.

Desired Experience:

- Seeking 5-year's experience as a Human Resource professional in a church or business environment; not mandatory.
- Possession of a BS/BA Degree in Human Resources or related field is desired.
- Strong leader with a solid work ethic and ability to administrate.
- A working knowledge of Microsoft Office and other related applications is preferred.
- PHR certification is a plus.