

**YORBA LINDA FRIENDS CHURCH
JOB DESCRIPTION**

Title:	Operations Coordinator	Department:	Operations
Team:	Operations	Status:	Full Time, Non Exempt
Reports to:	Team Leader Business Administration Human Resources Director	Date:	June, 2018
Updated by:	Dana Anderson	Approved by:	Amy Brookman

JOB PURPOSE

To serve the church staff by providing appropriate operational support for employment, benefits, and financial information.

ESSENTIAL FUNCTIONS

Bi-weekly Payroll

- Manage and process all payroll functions through ADP.
- Update all employee salaries and deductions when applicable
- Input all employee data into BenefitSolver, Realm, and ADP
- Create Payroll Journals and contribution reports and input into appropriate software/websites.
- Approve all Employee Out of Office Requests, verifying availability of hours, employee supervisor approval. Also log employee leave dates in Out of Office Calendar.

Accounts Payable

- Prepare and process invoices for accounts payable, including amount verification, accounts numbers and signatures.
- Prepare and process check requests, employee expense reports (including mileage) verifying amounts, account numbers and signatures.
- Prepare 1099 tax forms. Includes obtaining all W-9 forms from independent contractors.
- Prepare and process American Express and Visa credit card statements, Smart and Final credit card statement, and Lifeway account/statement.
- Prepare and maintain all Accounts Payable Files, insuring files are kept in compliance to federal, state and local laws.

Human Resources

- Coordinate all employment paperwork, including on-boarding packets, job descriptions, and 90-day reviews.
- Assist with New Hire On-boarding, including completion of new hire paperwork.
- Input all termination dates in Realm, ADP and Benefit Solver.
- Assist in talent acquisition processes, including candidate correspondence and interview schedules.
- Maintain all I-9 Forms
- Prepare Workers Compensation allocations annually.
- Reconcile monthly health benefits invoice
- Prepare and maintain all employee files, insuring files are kept in compliance to federal and state laws.

Some of the secondary duties include:

- Complete Employment Verifications
- Protects organizations integrity and value by keeping information confidential.
- Cross train on contribution processes
- Participate in *Rooted* once per year, and other all-church Group Life series as requested
- Attend and participate in all staff Friends Church events, programs, and training.
- Cooperate with Supervision by performing appropriate related duties when assigned or instructed

QUALIFICATIONS

SPIRITUAL: Must have a personal relationship with Jesus Christ and must have a heart for ministry. Must hold to the Statement of Faith, Position Statements, Mission Statement, and Core Values and Ministry Values of Yorba Linda Friends Church. Those that serve God on the staff at Yorba Linda Friends Church are expected to set a high standard of personal conduct and lifestyle. It is required that all staff members are members of Yorba Linda Friends Church.

EXPERIENCE, EDUCATION AND LICENSURE: Bachelor's degree and minimum 3 years experience.

KNOWLEDGE AND SKILLS

SKILLS: Must be proficient in the Microsoft Suite of products, ADP payroll software, and on ten-key. Excellent interpersonal, verbal/written communication skills, attention to detail, and mathematical skills. Must be a self-starter. Must be confidential, flexible, accurate and have good follow-up skills. Ability to lead and support with a servant's heart.

ABILITY: Ability to comprehend written and oral information and to express written and oral information with clarity. Ability to identify problems, exhibit both inductive and mathematical reasoning.

PHYSICAL DEMANDS: *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

While performing the duties of this job, the employee is regularly required to sit and talk and hear. The employee is frequently required to use hands to handle or feel and reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 30 pounds

WORK ENVIRONMENT: *Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.*

The noise level in the work environment is usually moderate.

Yorba Linda Friends Church reserves the right to change, rescind, add or delete the duties and responsibilities within this job description at any time.