

Whittier Christian High School

Title: Human Resources Generalist/Accounts Payable Clerk

Reports to: Chief Operating Officer

Non-Exempt Position: Full-time M – F (12 Months)

Hourly Rate Range \$25.00 - \$28.00

Job Summary:

The Human Resource Generalist is responsible for recruitment efforts, new hire orientation, onboarding, employee termination, payroll, benefits, company policy and procedure adherence. This position resolves benefits-related problems and ensures effective use of plans and positive employee relations. The Human Resource Generalist makes that certain plans are administered in accordance with federal and state regulations and that plan provisions are followed. This role includes payroll entry, record-keeping, file maintenance and HRIS entry. In addition, you will build strong relationships with managers to help them with their human resource needs. The Accounts Payable Clerk will be responsible for monitoring the outflow of capital for the school.

Duties/Responsibilities: Human Resource Generalist

- Enters, maintains, and/or processes information in the payroll system; information may include employees' hourly rates, salaries, or other compensation, time worked, paid leave and holidays, deductions and withholding, address changes, and other information.
- Ensures proper processing of payroll deductions for taxes, benefits, charitable contributions, and other deductions.
- Issues, or reissues, physical or replacement checks or direct deposits due to payroll errors or final discharge.
- Administers health and welfare plans, including enrollments, changes, and terminations.
- Completes Forms I-9, verifies I-9 documentation and maintains I-9 files.
- Onboarding responsibilities. New hire paperwork, conditional offer letters, and orientation.
- Reconciles benefits statements to payroll and recommends corrective action.
- Offboarding responsibilities: final check, COBRA, and 403b.
- Maintains accurate and up-to-date human resource files, records, and documentation.
- Answers frequently asked questions from applicants and employees relative to standard policies, benefits, hiring processes, etc.; refers more complex questions to appropriate senior-level HR staff or management.
- Responsible for the annual staff orientation, training, and vendor benefit presentations.
- Works with insurance broker on Employee Benefits Guide. Works with iSolved rep and insurance broker on the self-serve portal on an annual basis.
- Performs other duties as assigned.

Duties/Responsibilities: Accounts Payable

- Receives and verifies debit/credit card reports; reviews credit card charges in VISM software and generates credit card report to be exported and imported into SAGE.

- Facilitates payment of vendors, which may include verification of federal ID numbers, reviewing purchase orders, and resolving discrepancies.
- Ensures outstanding obligations are credited upon payment, identifies discount opportunities, and issues purchase order amendments or stop-payment orders as needed.
- Assists with accounting records and ledgers by reconciling monthly statements and transactions.
- Records entry of, verifies documentation for, and distributes petty cash.
- Calculates and reports sales tax based on paid invoices.
- Maintains vendor accounts, including issuing 1099's, receiving W9's and insurance certificates.
- Other related duties as assigned.

Required Spiritual Qualities:

- Acknowledge Christ as Savior and seek to live his/her life as His disciple.
- Believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God, our standard for faith and practice.
- Believe and actively support the school's **Statement of Faith** (attached).
- Demonstrate a desire for spiritual growth as evidenced by his/her prayer life, Bible study, and spiritual outreach to others.
- Be a **Christian role model** in attitude, speech, and actions toward others. This includes being committed to God's biblical standards for sexual conduct. Luke 6:40.
- Evidence the fruit of the Spirit in dealing with people.
- Share the Christian faith with others.
- Have a Christ-centered home.
- Actively participate in a local Bible-believing church.

Required Skills/Abilities:

- Must be reliable and extremely trustworthy.
- Excellent interpersonal skills with the ability to manage sensitive and confidential situations with tact, professionalism, and diplomacy.
- Must be proficient in Microsoft Office Suite or related programs.
- Proficient with or the ability to quickly learn accounting and payroll software systems.
- Excellent organizational skills and attention to detail.
- Excellent verbal and written communication skills.

Education and Experience:

- High School diploma or equivalent required; Business or Human Resources degree preferred.
- At least 5-7 years of experience in a Human Resources role.
- Strong interpersonal and communication skills

Physical Requirements:

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Disclaimer: The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Supervisor: _____ Date: _____

Employee _____ Date: _____

WCHS Statement of Faith

We believe . . .

1. The Bible is the Word of God, divinely inspired as originally given, inerrant, the only infallible rule of faith and practice (II Timothy 3:15, II Peter 1:21).
2. God is Triune --- one eternal God existing in three separate and distinct persons: Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. Christ is God manifested in the flesh, born of a virgin, lived a sinless life, suffered, and died on the cross as an atonement for our sins. He arose bodily from the dead, ascended into heaven, now sits at the right hand of God as our mediator, and is one day coming again visibly in power and glory to earth as revealed in the Bible (John 10:33, Matthew 1:23, Luke 1:35, I Corinthians 15:3, Mark 16:19).
4. Man was created in God's image and being descended from Adam by ordinary generation, inherited a sinful nature and is totally unable to save himself from the natural consequences of his sin, both original and actual (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9).
5. Regeneration by the Holy Spirit is absolutely essential to Christian faith and life. By God's grace only and through faith in the accomplished work of Christ on the cross alone are we saved from eternal death (John 5:28-29).

Our Statement of Faith is not exhaustive of all our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The Board of Directors holds final interpretive authority on biblical meaning and application regarding faith, doctrine, policy, practice, and discipline.

As members of the Association of Christian Schools International, we endorse their statement of faith and their stated position on religious organizations. We have provided these below for your additional understanding of our spiritual stance in today's Christian community.

ACSI Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons-Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4: 15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).
8. We believe that the term *marriage* has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).