



## **JOB POSTING: HUMAN RESOURCES/PAYROLL COORDINATOR**

### **GENERAL INFORMATION**

**Ministry:** Administration

**Supervisor:** Pioneer Drive Finance Administrator

**Date Posted:** July 1, 2024

### **ABOUT OUR CHURCH**

Pioneer Drive Baptist Church is an ever-expanding family whose focus is on the kingdom, previewing heaven for Abilene and beyond. We live beyond the walls, contributing our time, talents, and treasure, and we nurture deep spiritual roots.

### **JOB SUMMARY**

As the Human Resource/Payroll Coordinator, you will be responsible for all of aspects of our human resources and payroll. You may also be asked to assist with other administrative tasks, as time allows. This role requires organization, attention to detail, and the ability to manage multiple tasks efficiently. The ideal candidate will have experience in human resources and payroll administration. While we prefer a full-time candidate, we are open to considering part-time applicants.

### **DUTIES AND RESPONSIBILITIES**

- Onboarding of employees.
- Manage employee benefits.
- Monitor employee policies and procedures.
- Process payroll for all employees.
- Process payroll tax deposits.
- File required IRS forms.
- Other administrative duties related to church membership data.

## MINIMUM REQUIREMENTS

- Must be able to support the beliefs and mission of our church.
- Proven experience in all aspects of payroll procedures and regulations.
- Attention to detail and accuracy.
- Strong organizational and time management skills.
- Ability to handle confidential information.
- College degree is not required.

## HOW TO APPLY

Interested candidates are asked to submit their resume and cover letter outlining their qualifications and experience to [joe@pioneerdrive.org](mailto:joe@pioneerdrive.org) with the subject line: Human Resources/Payroll Coordinator or by mailing to Pioneer Drive Baptist Church, Attention: Finance Administrator, 701 S. Pioneer Drive, Abilene TX 79605.