Employee Services Coordinator
Job Description

Position Overview

Are you an organized servant leader with a heart for ministry and a passion for supporting employees? Open Door Christian Schools is seeking an Employee Services Coordinator to care for the faculty and staff who serve our students every day. If you want to combine your human resources skills with a calling to serve Christ, we want to hear from you.

The Employee Services Coordinator will be an Evangelical Christian who embraces the School's mission of equipping disciples through exemplary education, and reports to the Director of Finance.

Type of Position

The Employee Services Coordinator is a full-time, 12-month, exempt position with a salary commensurate with experience and degree(s) held, along with a comprehensive benefits package. If a part-time arrangement is preferred, the position may instead be filled by two part-time employees: an Employee Services Coordinator and an Employee Services Assistant. In that case, the responsibilities below will be divided between the two roles.

Required Spiritual Qualities

- Has received and acknowledges Jesus Christ as his/her personal Lord and Savior.
- Seeks to live a life as His disciple.
- Stands as a positive Christian role model for students, staff, and our larger community.
- Regularly attends church with a congregation that has a statement of faith consistent with the School's statement of faith.
- Demonstrates by example the importance of the Scriptures in the daily life of a believer.
- Agrees and supports the ODCS Statement of Faith and Employee Lifestyle Statement.

Required Professional Qualities

- Holds a post-secondary degree in human resources - preferred, but not required.
- Has prior experience working in a human resources role in which he/she has been responsible for significant human resource functions.
- Has the ability, initiative, and motivation to set and achieve goals, improve processes, and is results-driven.
- Demonstrates a high functional level of computer literacy – has proficiency in document processing, spreadsheets, Google Forms, emailing, social media, internet, vendor portals, and use of AI technology to meet the demands of the position.
- Is extremely detail-oriented, organized, and able to multitask.
- Is highly motivated and can work independently with minimal supervision.
- Possesses exceptional verbal and written communication skills.
- Has a passion for Christian school education and ODCS.
- Demonstrates servant leadership.
- Maintains confidentiality of sensitive information.
- Promotes a positive attitude about the School and its employees and students.
- Agrees to abide by School policies and procedures.

- Commits to excellence, efficiency, customer service, and the School's shared values.

Essential Job Functions

The Employee Services Coordinator will work collaboratively with the other Business Office team members to partner with families and faculty/staff through faithful stewardship and service. Key job areas and responsibilities include:

- Human Resources
    - Manages recruitment and hiring, including the Frontline Recruiting portal, candidate screening, preliminary interviews, and training for hiring managers.
    - Onboards new hires and ensures all employment forms and data entry are complete (withholding, direct deposit, I-9, insurance, etc.).
    - Maintains the Employment Handbook, job descriptions, and employee personnel files, ensuring compliance and alignment with ODCS's ministerial culture.
    - Maintains employee databases and credentials (background checks, DEW and ACSI credentialing, degrees, years of service), in coordination with the Director of Teaching and Learning.
    - Works with the Director of Finance and Athletic Directors on coach hiring, work agreements, credentials, and compensation.
    - Prepares employee work agreements and sends the annual Staff Intent form.
    - Administers employee benefits, including enrollment and re-enrollment for insurance, 401(k), HSA, and FSA plans, plus census data for insurance bids.
    - Manages COBRA, FMLA, workers' compensation, and long-term disability cases and notifications.
    - Completes annual compliance reporting, including ACA forms 1094/1095, Medicare notices, FSA/HSA testing, W2 review, and the Conflict of Interest questionnaire.
    - Maintains vendor portals, employee services forms, and faculty/staff dashboards, and provides payroll reports to plan providers each pay period.
    - Oversees the employee exit process.
    - Coordinates employee care and celebration, including cards and gifts, retirement celebrations, Patriot Educators of the Year, staff awards, and Christmas gifts.
    - Communicates with employees in a timely and caring manner, promotes ODCS's culture, and researches improvements to increase efficiency.

- Accounting
    - Accurately processes payroll and secures and reviews supporting documentation.
    - Reviews and approves insurance invoices for payment; processes direct insurance payments.
    - Processes insurance invoices for direct payment.
    - Enters payroll and benefit journal entries into accounting software.
    - Assists with audit preparation for salary and benefit areas and provides auditor -requested documents.
    - Completes purchase orders as needed.

- Other Duties
    - Maintains efficient and effective records of human resource and accounting-related documents.
    - Assists with special projects.
    - Attends and proactively participates in scheduled meetings.
    - Greets and assists families, staff, and others as they come into the Business Office (as needed in the Finance Assistant's absence).
    - Attends school-wide and weekly prayer time.
    - Attends chapel weekly.

- Attends and rotationally leads divisional prayer/devotion time.
- Commits to praying for employees, especially as requests/needs arise.
- Performs other duties as assigned.