

HOUSTON'S FIRST BAPTIST CHURCH

Position Assignment:

Proposed Job Title: Human Resources Assistant **Department:** Human Resources
Recruited By: Director of Human Resources **Reports To:** Director of Human Resources
Location: Loop Campus **Status:** Full-Time Non-Exempt
Proposed Employment Category: IV

Summary of Position: The Human Resources Assistant will assist the Human Resources team with administrative tasks, Paycom onboarding new hires, and payroll processing.

Purpose: The Human Resources Assistant is responsible for supporting the Human Resources office with administrative tasks including scheduling meeting rooms, ordering food for meetings, ordering name badges for staff and deacons, and keeping the workroom stocked. This position will assist the Associate Director of Human Resources with adding new hires to Paycom as part of the onboarding process. This position will support the Human Resources Associate with all aspects of payroll preparation and processing.

Duties and Responsibilities:

Administration

- Assist the Human Resources team by scheduling rooms and set ups, ordering food for meetings, and keeping the workroom stocked with office supplies, copy paper, and snacks and drinks for the team.
- Collect and place orders for all HFBC employee, volunteer, and deacon name badges.
- Coordinate with the Communications and Creative team to ensure that the staff names and titles listed on the website are accurate and up to date.

Payroll

- Assist the Human Resources Associate with all payroll runs including review of all timesheets and verification of accuracy for all payments made. Gather payroll data, calculate hours and wages, and process paycheck runs through Paycom software.
- Coordinate payment for all Houston's First Worship Academy teachers.
- Collect dependent travel and sabbatical expense receipts once approved by the Personnel Committee.

Paycom

- Onboard all new employees through Paycom and ensure completion of all assigned tasks to include all government-required paperwork and criminal background checks.
- Serve as the Paycom specialist for HFBC by supporting employees and supervisors with Paycom issues to include password resets and missing punches.

Other

- Serve as backup for the HFBC Receptionist as needed.
- Partner with the Executive Pastor's office to plan and execute annual Team First and Staff Celebration events.

- Plan and execute HFBC culture through semi-annual new employee lunches and periodic (at least quarterly) social gatherings or lunches.
- Order name tags for staff members and deacons as requested and pick up badges when ready.

This job description is not all-inclusive and can be modified verbally and in writing by the position supervisor.

Skills Requirements: Select all that apply

- | | | |
|---|---|--|
| <input checked="" type="checkbox"/> Language skills | <input checked="" type="checkbox"/> Math skills. | <input checked="" type="checkbox"/> Reasoning ability |
| PC skills: <input checked="" type="checkbox"/> Windows | <input checked="" type="checkbox"/> MS Office | <input checked="" type="checkbox"/> MS Outlook |
| <input checked="" type="checkbox"/> MS Excel | <input checked="" type="checkbox"/> Administration | <input checked="" type="checkbox"/> Service to others |
| <input type="checkbox"/> Teacher/Leader | <input checked="" type="checkbox"/> Good Communication skills | <input checked="" type="checkbox"/> Team builder. |
| <input checked="" type="checkbox"/> Self-disciplined | <input checked="" type="checkbox"/> Servant leader | <input checked="" type="checkbox"/> Decision maker. |
| <input checked="" type="checkbox"/> Strong work ethic | <input type="checkbox"/> Empathy for ministry partners | <input checked="" type="checkbox"/> Attention to detail. |
| <input checked="" type="checkbox"/> Other: <u>Bilingual</u> | | |

Education and/or Experience: Select all that apply

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> College graduate preferred | <input checked="" type="checkbox"/> Administrative Experience | <input type="checkbox"/> Personnel Management |
| <input type="checkbox"/> Church Staff experience preferred | | |

Organizational Relationships: Reports to Director of Human Resources

Working Conditions: Select all that apply

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|---|--|--|
| <input checked="" type="checkbox"/> 40 hour work week | <input checked="" type="checkbox"/> Additional hours as needed | <input checked="" type="checkbox"/> Occasional off campus activities |
| <input type="checkbox"/> Continuing Education | <input type="checkbox"/> Specialized training | <input type="checkbox"/> Occasional travel |

Prepared By: Maria Estrella

Title: Director of Human Resources

Date Prepared or Revised: August 28, 2025

Signature of preparer: _____

I have read and received a copy of my job description. I understand this document overrides anything I have understood in the past. I further understand that I am expected to work according to this job description. If I have questions concerning the work and what is expected of me, I will speak to my direct supervisor.

Employee Signature

Date

Print Name