Broadview Missionary Baptist Church
HR and Finance Coordinator Job Description

Position Title: Human Resources and Finance Coordinator

Position Type: Salary
Work Schedule: 37.5 hours per week
FLSA Status: Exempt
Reports to: Business Manager
Salary Range: $55,000 – $70,000

QUALIFED CANDIDATES: Please submit your resume to:
personnel@broadviewmbchurch.org **OR** SonjaW@broadviewbaptistch.org

Please place Job Title in Subject Line

POSITION SUMMARY

The HR & Finance Coordinator provides accurate, confidential, and responsive support for employee operations and day-to-day financial administration. Reporting to Business Manager, this role coordinates employee lifecycle processes, maintains HR and financial records, processes transactions, supports reporting and audits, and strengthens cross-functional workflows. The successful candidate is organized, service-oriented, detail-focused, and able to balance recurring deadlines with changing priorities in a mission-driven environment.

Key Responsibilities

Human Resources

- **Employee lifecycle administration:** Coordinate recruitment, onboarding, employee changes, offboarding, and routine employee communications; maintain accurate applicant and personnel records.
- **Screening and documentation:** Initiate and complete child-protection screening procedures, drug testing, and background checks; track required credentials and documentation.
- **Payroll and benefits:** Verify approved employee changes, time, leave, deductions, and benefit information; answer routine questions and escalate discrepancies.
- **Performance, training, and compliance:** Coordinate performance-review and training cycles, maintain audit-ready files, and prepare recurring HR reports.

Finance

- **Contributions and donor administration:** Process and record weekly contributions and other receipts; maintain accurate donor records; prepare acknowledgments and giving statements; and respond discreetly to routine donor and financial inquiries.
- **Transaction processing and documentation:** Document transaction details, coordinate deposits, maintain supporting records and financial tracking tools, fact-check accounting data, and promptly notify the Business Manager of errors or discrepancies.

- **Fund and budget tracking:** Track restricted gifts, designated funds, ministry budgets, and program spending; provide ministry leaders with timely, accurate financial information.
- **Reconciliations and reporting:** Reconcile bank and credit card activity, investigate variances, support month-end and year-end close, and prepare budget-to-actual, management, annual, and audit reports.
- **Payroll, controls, and compliance:** Partner with HR to verify payroll inputs and adjustments, maintain audit trails, safeguard confidential donor and financial data, and follow internal controls, church policies, and applicable requirements.
- **Systems and process improvement:** Document procedures, support users, and streamline cross-functional workflows.

Qualifications and Experience

- Associate or bachelor's degree in Human Resources, Finance, Accounting, Business Administration, or a related field, or an equivalent combination of education and experience.
- At least two years of experience in HR administration, finance operations, payroll, accounting, bookkeeping, or a similar coordinator role; nonprofit or church experience is preferred.
- Working knowledge of employee records, onboarding, payroll inputs, general accounting, bookkeeping, and basic financial controls.
- Proficiency with Microsoft Excel and Word, with the ability to learn payroll, financial, and collaboration platforms; experience with Paychex or similar systems is helpful.
- Demonstrated discretion and sound judgment when handling confidential employee, donor, and financial information.

Core Competencies

- Strong attention to detail and accurate data-entry skills.
- Excellent organization, prioritization, and follow-through.
- Ability to manage multiple projects, adapt to changing priorities, and meet deadlines.
- Clear, professional communication, including the ability to explain errors and discrepancies constructively.
- Strong collaboration and service orientation across teams.
- Working knowledge of payroll accounting and human resource support functions

Physical Requirements

- Ability to remain seated at a desk for prolonged periods while performing computer-based work.