

OKLAHOMA BAPTIST UNIVERSITY

POSITION DESCRIPTION

Title: HR and Payroll Coordinator

Department: Human Resources & Payroll

OBU Mission Statement

OBU transforms lives by equipping students to pursue academic excellence, integrate faith with all areas of knowledge, engage a diverse world, and live worthy of the high calling of God in Christ.

Expectations for all Employees

Oklahoma Baptist University achieves its mission through a shared commitment to the following expectations. All employees must embrace these expectations and model them in their behavior.

- *Demonstrate commitment to the essentials of the Christian faith.*
- *Commit to the mission and vision of Oklahoma Baptist University.*
- *Treat people with dignity and respect.*
- *Build relationships on honesty, integrity, and trust.*
- *Strive for excellence through teamwork, leadership, and a strong work ethic.*
- *Manage human and financial resources wisely and efficiently.*

Purpose: The HR and Payroll Coordinator supports the Director of HR and Payroll in the effective daily operations of Human Resources and Payroll. This role manages recruitment processes, onboarding and offboarding, employee orientations, benefits administration, and assists with payroll processing as needed. Serving as a key liaison between employees, HR, the Director of Faculty Success and Engagement, and the Business Office, the coordinator ensures compliance with institutional policies and legal requirements while delivering excellent customer service throughout the employee lifecycle for faculty, staff, and student workers.

Essential Functions:

Recruitment & Onboarding

- Assist in the hiring process with job postings and collaboration with hiring supervisors for all applicant pool management and screening functions.
- Conduct pre-employment background checks in accordance with position requirements.
- Work with hiring supervisors to create and execute offer letters for new hires that accurately reflect offers of employment.
- Initiate and manage onboarding processes for new hires including the verification of payroll documents, pre-employment welcome communications, and on-boarding appointments.
- Responsible for the new-employee orientation.

Offboarding & Exit Processing

- Coordinate exit processes including medical continuation and COBRA options, return of University equipment, final payroll details, and exit surveys.
- Notify IT, Facilities, and Finance of terminations and process associated paperwork in the absence of the payroll team.

Benefits Administration

- Assist eligible employees enrolling in health, dental, vision, life, and ancillary insurance benefits.
- Enroll participants in the company-sponsored retirement plan.
- Terminate life insurance policies post-retirement or in the event of employee death.
- Maintain accurate benefit files documentation.
- Reconcile monthly insurance benefit invoices and prepare them for payment.
- Process COBRA and medical continuation enrollments and payment documentation.
- Assist with annual open enrollment processes and the required system updates to facilitate the enrollment processes.

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Payroll Coordination

- Train and be prepared to oversee daily payroll operations for all employees and student workers using ADP in the absence of the department director.
 - Possess ability to accurately process payroll, deductions, GL journal entries, and tax reporting.
 - Collaborate with the Business Office and Human Resources to process new hires, transfers, and terminations.
 - Maintain accurate payroll records, personnel changes, and employee data.
 - Submit files for HSA deductions and handle garnishments and child support processing.
 - Assist with cost-of-living adjustments, retirement match changes, and annual increases.
 - Support W-2 generation and tax reporting accuracy.

Compliance & Reporting

- Maintain OSHA logs and Workers' Compensation files.
- Complete OSHA/BLS annual surveys and other regulatory reporting according to scheduled requirements.
- Assist with audits for Financial Aid and the Business Office as needed.
- Prepare budget and compensation analysis for Finance leadership as needed in the absence of the department director.

Administrative Support

- Maintain and update weekly HR processing spreadsheets and payroll records.
- Understand and be prepared to set up leave accrual, holidays, and other policies in the payroll processing system.
- Take minutes and document benefits committee meetings.

Other Duties:

- Stay updated as to current employment laws in the states where University employees reside and work.
- Assist in supporting Payroll Specialists in daily and weekly tasks as needed.
- Handle special projects as assigned by the Director of HR Payroll or CFO.

Requirements:

- Associate's degree in human resources, Accounting, Business Administration, or related field.
- Ability to handle confidential information with discretion.
- Strong interpersonal, communication, and customer service skills.
- Strong organizational skills and attention to detail and ability to prioritize tasks independently.
- Proficient in Microsoft Excel and other MS Office applications.
- 2+ years of combined experience in human resources and payroll administration.
- 1+ years of supervisory experience required.
- Knowledge of Banner and/or ADP payroll system or similar HRIS platform required.
- Must be able to sit for long periods of time, stand, bend, and squat as work is primarily performed in an office setting on site at the University.
- Must be able to travel for occasional professional development and training.
- Be available when required to work outside of regular business hours during payroll cycles or open enrollment with or without prior notice.
- Must have sufficient mobility to travel across a large campus to attend required meetings.

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Preferred:

- Bachelor's degree in human resources, Accounting, Business Administration, or related field.
- Prior HR or payroll experience in higher education.
- 2+ years in both human resources and payroll administration.
- 2+ years of supervisory experience.
- Proven use of Banner and/or ADP payroll systems.

Special Requirements:

- Must be a member of a local evangelical* Christian church.
*Evangelical is a broad term referring to segment within Christianity which maintains the authority of the Bible and the belief in salvation by faith in Jesus alone.
- Please apply using the link for "Administrative Applications" on the OBU website at:
<https://www.okbu.edu/hr/jobs.html>

OBU Benefits Summary:

OBU understands that our employees are our most valuable assets when fulfilling our mission. We strive to offer an extensive array of benefits and opportunities for employees to choose from. Full-time employees benefit from the generous OBU provision of premium contributions for nationwide family-friendly Health and Dental coverages along with free life insurance that includes accidental death and dismemberment equal to an employee's base salary. OBU provides access to optional employee-paid ancillary benefits like vision, hospitalization, critical illness, accident, additional employee-paid family life insurance coverages, and education benefits at OBU and other institutions of higher education. There is generous paid time off that includes annual granted vacation time, accrued sick leave, six annual holidays, and week-long breaks for Thanksgiving and Christmas that include energy conservation days. For all employees working at least half-time, there is an employer matching opportunity for retirement investments in a 403(b)(9) plan administered by GuideStone. There are numerous other perks and opportunities for OBU employees including a FREE family membership to the OBU Recreation and Wellness Center or RAWC, Global outreach university mission trips, cafeteria discounts, and parking privileges to name a few. For more information about the current OBU employee benefits and opportunities, please contact the Human Resources staff at HR@okbu.edu.