



Job Title: Payroll Administrator
Team: Benefits and Payroll Services
Division: Shared Services
Group: Mobilization and Services
Location: Alpharetta
Reports to: Director
Exempt/nonexempt Exempt
Southern Baptist Required: Yes

SUMMARY:

This position will support NAMB's primary focus of Send North America by managing all payroll systems and processes for NAMB Staff and Fully Funded Missionaries in the U.S. and Canada.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Processes NAMB semi-monthly payroll according to established guidelines and procedures; including the submission of periodic 403(b) and Tax integrations and all payroll reporting/garnishments to Accounting.
2. Approves transactions supporting the payroll process into Workday, including all Staff and Fully Funded Missionary compensation, tax and direct deposit information.
3. Ensures Periodic/Quarterly/Annual tax files are submitted and processed in an accurate and timely manner with tax vendor (One Source).
4. Manages multi-state payroll tax accounts and Workers Compensation tax reports when required.
5. Responsible for creating, printing and issuing Employee W-2's according to IRS Guidelines and performing all year-end payroll processes.
6. Coordinates all quarterly payroll reconciliation reports, year-end payroll audits and Workers Compensation audit
7. Manages the Time Tracking system including annual contract renewal, billing, product updates and system issues.
8. Manages Relocation reimbursements for all NAMB Staff and Fully Funded Missionaries according to IRS Guidelines and NAMB Relocation Policy.
9. Processes payroll for NAMB Canada.
10. Organizes and files all NAMB Staff and Fully Funded Missionary payroll records.

EDUCATION AND/OR EXPERIENCE:

Associates degree and three years' experience in related field, or equivalent combination of education and experience. Payroll Certification status preferred.

CHRISTIAN WALK:

Evidences of a mature and growing Christian walk characterized, by Paul, in 1 Timothy 3 and Titus 1. Personal wisdom and sufficiency are grounded in Christ, with a life submitted

to God's authority in all things, including sharing Christ. Demonstrates an active prayer life, gives regularly to the work of the church and readily applies scripture to personal and professional situations.

COMMUNICATION SKILLS:

Ability to read and understand most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Listening skills must be excellent with a proven ability to understand what is said and what is meant. Active listening is essential to effectively represent the ministry. Written skills must be strong and flexible. Experience writing a formal letter or report, a proposal, background briefing, memos, email communications and personal notes is strongly desired. Writing must be clear and concise. Verbal skills must be polished and professional. Clarity of expression, good organization of thoughts, effective articulation and humor are a must. Ability to respond to common inquiries or complaints from customers. Ability to effectively present information to top management and public groups.

MATHEMATICAL SKILLS:

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY:

Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.,) in its basic phases. Ability to deal with a variety of abstract and concrete variables.

OTHER SKILLS, ABILITIES, AND QUALIFICATIONS:

Knowledge of NAMB purpose and strategy. Advanced understanding of the Southern Baptist Convention, Baptist doctrine, history and polity, and the interrelationships of SBC agencies, state conventions, associations and churches. Proficient in presentation skills. Ability to maintain confidentiality and exercise extreme discretion.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, depth perception, and ability to adjust focus.

PERSONAL QUALITIES:

Enjoys healthy, affirming relationships with spouse, family, neighbors and friends. Exhibits integrity in professional and personal life. Modest in dress and deportment, and makes a favorable first impression in both bearing and manner. Aware of personal strengths and shortcomings, potential, psychological needs, biases and prejudices, and actively solicits



and benefits from constructive criticism. Personal finances are in order, with no oppressive burden of consumer debt. Is a member of a local Southern Baptist church and takes an active role as time permits. Demonstrates a high level of energy, with a bright, positive affect, warmth and genuine interest in people.