

Job Title: Payroll Manager

Classification: Class IV, Exempt Member

Immediate Supervisor: CFO

Date: 10/1/2024

Purpose: The Payroll Manager provides direct oversight of the Payroll Services team, employee and retiree payroll and benefits, and field reimbursements.

Primary Duties and Responsibilities

- Manage the Payroll Services team and lead regular team meetings to identify, discuss, and resolve issues
- Ensure timely and accurate processing of monthly payrolls, field worker expense reimbursements, national worker payments and retiree pension payments
- Assure all federal, state and local payroll taxes are filed on a timely basis
- Drive process improvements and expanded utilization of software and technology capabilities for more effective payroll reporting and internal controls
- Oversee the distribution of year-end W-2 forms for all employees
- Oversee the distribution of year-end 1099-R forms for retiree pensions
- Prepare audit schedules as needed
- Sign checks and make journal entries as needed
- Perform other duties as assigned or requested

Job Requirements

- Participate in daily prayer time for missionary workers and staff and monthly Town Hall updates
- Sign the Avant Ministries Doctrinal Statement, testifying that you adhere to this doctrinal position

Required Qualifications

- Undergraduate degree in a business-related field
- Experience in payroll management and processing
- Sharp problem-solving skills and initiative
- Strong organizational and leadership skills

Preferred Qualifications

- Non-profit finance experience

Physical Demands and Work Environment

- While performing the responsibilities of the job, the employee is required to talk, hear, use their hands and fingers to operate office machinery, is often required to sit, stand, walk, reach with arms and hands, is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. Vision abilities required by this job regularly include close vision. The noise level in the work environment regularly varies from quiet to moderate.