

NORTH AMERICAN DIVISION

JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from **NORTH AMERICAN DIVISION** employees **WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS.**

TITLE OF JOB: Associate Administrator/CFO

DEPARTMENT: Retirement Services (NAD-RET)

SUPERVISOR: Administrator

REMUNERATION GRADE/RATE (Exempt)

ESSENTIAL JOB FUNCTIONS:

- Functions as Chief Financial Officer of the Retirement Plans. Responsible for integrity of financial recording and reporting systems. Authorizes payments for Plan.
- Hires employees within areas of responsibility in consultation with Administrator.
- General supervision of Benefits Distribution, and Accounting departments, and overall operations in the absence of other Administrators. Ensures that operating systems in the departments are current, functional and effective.
- Serves as liaison with Third--Party Administrator, Banking, Auditing and Information Technology Services as they relate to supervised departments.
- Works with Information Technology Services (ITS) department to ensure the development and maintenance of a workable flow system. Manages any required modifications.
- Responds to queries by phone, mail, fax and e--mail, routing queries as appropriate.
- Selects and recommends employment of consultants as required, in consultation with Administrator.
- Assists in communications efforts in article preparation, booklet design, etc.
- Supervises benefits distribution specialist and payroll system, including maintenance of software and procedures.
- Supervises accounting for retirement plans. Works with software developers for accounting software package.
- Functions as part of administrative team with full authority to speak for the Plan.
- Member of Retirement Administrative Committee, Finance Budget & Investments Committee, NAD Committee.
- Invitee to Adventist Retirement Board, Appeals Committee, Audit committee, Governance & Recruitment Committee.
- Other duties as assigned by Administrator.

EDUCATION\EXPERIENCE/CREDENTIALS: Bachelor's degree in Accounting, Business Administration, Management or Equivalent. Appropriate successful work experience may be

acceptable in lieu of scholastic requirements. Five or more years of financial administrative work experience is required in order to perform essential job functions.

If interested in the above position please visit our site [CLICK HERE](#) to complete a NAD Employment Application. Or send email to jobs@nadadventist.org and follow instructions from response email.

Posted:

Tuesday, January 19, 2021 @1:00 p.m.

