

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: Benefits Distribution Processor

DEPARTMENT: Retirement (NAD-RET)

SUPERVISOR: Benefits Distribution Manager

REMUNERATION GRADE/RATE: Regular Full-Time (Exempt)

LOCATION: NAD Headquarters (Columbia, MD)

POSITION SUMMARY: Takes a lead role in the benefits distribution process, including updating and maintaining records, as well as maintaining the payroll database, answering questions via telephone/letter; processing SHARP adjustments and reimbursements, addressing tax related matters, and providing assistance to Benefits Distribution Manager as requested. Incumbent is expected to handle payroll functions in absence of Manager.

AUTHORITY, ACCOUNTABILITY: Work is performed with limited supervision within specific established guidelines. Employee regularly uses critical and analytical skills as well uses independent discretion to perform tasks such as the monthly benefits distribution process and other pertinent job duties. Authority as delegated by supervisor.

ESSENTIAL JOB FUNCTIONS:

- Processes miscellaneous check request reports (i.e. retirement allowance, lump sum, semi-monthly checks (retros), funeral allowance checks, cash exchanges, etc...) per established policy.
- Manually calculates and posts taxes to the payroll database for NRA parsonage.
- Imports benefit rate and SHARP files.
- Prepares weekly files for importation from Benefits to Payroll to reflect current postal address, email address and telephone information for new and established retirees.
- Creates and establishes protocols for maintaining Excel spreadsheets for tracking and reporting purposes, ensuring final output is in compliance with established regulations.
- Prepares pre-note, direct deposit, Adventist Retirement Plan (ARP) files and transmits said files to Bank of America.
- Pulls checks and direct deposit forms to mail overseas and to Canada.
- Prints registers, general ledgers, overpayment and suspense reports for Accounting and Payroll.
- Daily downloads and researches all bank related reports from Bank of America CashPro.
- Creates journal vouchers for successful reversals, cancellations, re-issuances, overpayments and receipts for Accounting Team and Benefits Distribution Team purposes.
- Submits benefit reversal requests to Bank of America.
- Communicates with the foreign fields about quarterly rate updates, rate discrepancies and status of their retirees living in the U.S.
- Posts foreign division rate updates to the Benefits program for importation into Payroll.
- Balances and prepares reports and journal vouchers for the monthly foreign division billing. Emails paperwork to GC Treasury for distribution to the foreign fields.
- Sends via email, fax or postal mail IRS forms W-8BEN and W-9 (with completion instructions) to retirees living outside the U.S. to establish citizenship status and comply with IRS regulations.
- Posts received/returned forms into the payroll database according to tax treaty protocol.
- Processes 1099Rs to include balancing, printing, mailing, correcting and IRS file transmission.
- Performs daily system back-ups of APS (benefits distribution software) program to flash drive and server.
- Assists retired workers and other various organizations—via personal interview, telephone, fax, email and postal mail correspondence—with questions regarding retirement payroll procedures and issues, supplying requested and/or necessary materials or explanation letters, as needed.
- Cross training for accounting and investment functions.
- Assists in creating Power Point presentations as requested by administration and manager.
- Researches and submits fraud claims with Bank of America.
- Performs other job-related duties as assigned by Manager.

EDUCATION/EXPERIENCE/CREDENTIALS: Bachelor's (BA/BS) degree in accounting or business-related field or certification from business college, including courses in bookkeeping and computer literacy. Appropriate successful work experience may be acceptable in lieu of scholastic requirements.

A minimum of three to four years of relevant, progressive work experience, including accounting/bookkeeping, is required to gain the skills and knowledge required to perform job duties.

KNOWLEDGE AND SKILL: Well developed knowledge of principles, policies and beliefs of the North American Division and the Seventh-day Adventist Church. Ability to maintain neatness, order, organization and a pleasant disposition in dealing with others. Requires knowledge of up-to-date office procedures such as filing, telephone techniques, office equipment (including the following computer skills – Microsoft Word, Excel, and PowerPoint; Retirement Benefit Program, and Laserfiche). Understanding of General Ledger functions. The ability to create G/L JVs, post JVs to account and pull G/L reports. Clear English usage (spelling, grammar, punctuation, etc.). Must have the ability to work under pressure and with numerous interruptions while meeting required deadlines. Position requires keyboard speed and accuracy. Absolute confidentiality required at all times; knowledge of church employment policies and practices helpful.

If interested in the above position, please submit cover letter, resume, and completed NAD Employment Application to jobs@nadadventist.org. Find the application on the NAD website at www.nadadventist.org/careers.

Position will remain available until filled.

Posted:

Thursday, October 13, 2022