

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: Accountant

DEPARTMENT: Missionary Services (NAD-MS)

SUPERVISORS: Director, Missionary Services

CLASSIFICATION: Full-Time / Exempt

REMUNERATION RANGE / ANNUAL SALARY: 83% - 96% / \$78,721.36 - \$90,888.32

BENEFITS: Healthcare, flexible spending accounts (FSA), life insurance, long-term disability, retirement, continuing education, student loan repayments, moving/relocation assistance, tuition assistance for students who attend Adventist schools, paid time off for holidays, along with paid vacation and sick leave.

LOCATION: Columbia, MD—On-site/In-office at the NAD Headquarters

NOTE: This position is not eligible for any type of regular remote or teleworking arrangement. For candidates living outside of the MD geographical area, relocation is required.

POSITION SUMMARY: The Accountant is responsible for managing specialized payroll and financial functions related to missionaries serving outside of the North American Division (NAD). The role includes processing salaries, taxes, and allowances in accordance with NAD and GC guidelines. This position requires attention to detail, the ability to analyze complex financial scenarios, and collaboration with multiple departments. The role requires a high level of independent judgment and discretion in handling sensitive financial information and ensuring compliance with applicable policies and procedures.

AUTHORITY, ACCOUNTABILITY: Work is varied and performed with limited supervision. There are specific guidelines to follow, but the work requires the ability to carry out duties, use discretion and independent judgement, and meet deadlines independently. Responds to the Director of Missionary Services as needed.

ESSENTIAL JOB FUNCTIONS:

- Generates quarterly reports on local salaries of missionaries who are NAD-based but serving outside NAD territories.
- Calculates retirement contributions and federal taxation for all NAD-based ISE missionaries serving abroad.
- Coordinates with the GC IPRS Payroll team to obtain exchange rate data once a missionary is placed in the field.
- Processes salary components in line with the ISE Handbook and NAD Remuneration Guidelines, including expatriate allowance, base country deposit, and salary enhancements.
- Runs monthly salary calculations and performs quarterly adjustments for applicable taxation.
- Applies appropriate taxation and allowances to missionary-related moving expenses.
- Applies state taxes during pre-embarkation and permanent return periods, following IRS guidelines.
- Maintains familiarity with budget codes, import/export files, earning codes, and data transferred from host organizations via GC IPRS to the Division.
- Manages off-cycle payroll scenarios as needed for the primary missionary or spouse on assignment.
- Collaborates with the NAD Controller on 941 quarterly tax reporting for employer-paid missionary taxes.

- Processes hiring, position changes, transfers, and permanent returns based on updates from the Associate Secretary for Missionary Services.
- Performs other duties as assigned by supervisor.

EDUCATION/EXPERIENCE/CREDENTIALS: Bachelor's (BA/BS) degree in accounting, business or equivalent required. Appropriate successful work experience may be acceptable in lieu of scholastic requirements. At least five years of direct accounting experience preferred.

KNOWLEDGE AND SKILL: Knowledge of accounting principles, policies, and procedures. Ability to apply accounting concepts to payroll and international financial scenarios. Must be familiar with relevant tax codes, exchange rate implications, and NAD/GC remuneration guidelines. Basic computer knowledge, with specific ability to use spreadsheets and word processing software. Experience with the Adventist Payroll System, international payroll experience, is helpful but not required. Must have a working understanding of data protection principles, including the General Data Protection Regulation (GDPR), as applicable to international personnel records and financial transactions. Must exhibit initiative, work with minimal supervision, and demonstrate adaptability in handling complex accounting tasks with speed and accuracy.

Well-developed knowledge of principles, policies and beliefs of the North American Division and the Seventh-day Adventist Church. Must exhibit initiative; being original and innovative to aid supervisors in planning and organization. Adaptable and able to evaluate priorities. Ability to perform duties with speed and accuracy without constant supervision. Requires well developed knowledge of church employment policies and practices.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS: Contact with treasury staff, other North American Division department personnel, other related entities, and external organizations. Must possess excellent interpersonal skills and project a pleasant Christian image. Must possess the ability to deal tactfully and effectively with department personnel, others within the North American Division and outside personnel. Must be able to effectively handle confidential information.

PHYSICAL REQUIREMENTS: Position primarily requires sitting and doing close visual work. Must be able to see, read, speak and hear. Must be able to effectively communicate in English both orally and in writing. This is a full-time, exempt position. The nature of the role requires a minimum of 38 hours per week, with the expectation that work is performed on-site during regular business hours as defined in the employee handbook. Additional hours may be necessary based on workload and responsibilities, which includes evenings and weekends. It is expected that employee will work the hours required to complete assignments. Some standing, walking, bending, kneeling, carrying of light items, etc. required.

WORKING CONDITIONS: Essential responsibilities are performed in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. May occasionally be required to sit; climb or balance; and stoop, crouch or crawl. Position will rarely require travel, however any travel both local and out of the area occurs only as authorized by supervisor. Travel will be in accordance with the North American Division employee handbook. This is not a telework position. Conditions may be difficult on itinerary with some irregularity in hours.

EQUAL EMPLOYMENT OPPORTUNITY:

The North American Division of Seventh-day Adventists® ("NAD") is an equal opportunity employer which does not discriminate in employment policies and practices on the basis of race, national origin, gender (except for positions requiring ordination), color, age, marital status, disability, or any other basis prohibited by law. The employment practices of the church reflect religious preferences in harmony with the United States Constitution and controlling law, and it, therefore, hires only Seventh-day Adventist Church members in regular standing.

AT-WILL EMPLOYMENT:

Employment with the North American Division is at-will. This means that either you or the North American Division may terminate the employment relationship at any time, with or without cause or notice, as long as it is not in violation of applicable federal or state laws.

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.

This position will remain available until filled.

Posted:

June 16, 2025