

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 for ACTS

DEPARTMENT: NAD

SUPERVISORS: Associate Treasurer/ACTS Administrator

CLASSIFICATION: Full-Time / Exempt

REMUNERATION RANGE / ANNUAL SALARY: 92% - 108% / \$93,384.64 - \$108,359.36

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: Associate Administrator is responsible for the coordination of implementation and training of all applications developed by the ACTS Team, training managers, and assisting Administrator/Associate Treasurer in managing all applications' development and implementations.

AUTHORITY, ACCOUNTABILITY: Authority as delegated by the Associate Treasurer/ACTS Administrator. Work is performed with limited supervision. Assignments are routine and performed essentially independently, referring problems, concerns, etc., to the supervisor for help. The work requires the ability to carry out duties, exercise discretion and independent judgment, and meet deadlines independently.

ESSENTIAL JOB FUNCTIONS:

- Assists the supervisor in managing and overseeing all applications' development and implementations.
- Trains and oversees ACTS team members and Union point persons for new implementation and ongoing support. Assists and coordinates the implementation schedule in the North American Division using well-developed knowledge of programming and all applications developed by the ACTS Team.
- Assists and conducts seminars for Adventist Accounting Software International (AASI), Adventist Personnel System (APS), Church Treasury System (CTS), School Treasury System (STS), and all other treasury applications developed by the ACTS Team as needed or requested by the supervisor.
- Reviews features and functionalities of AASI, APS, CTS, and STS, leveraging accounting knowledge and technical expertise to identify areas in need of updates. Receives feedback/requests from users, communicates them to all related parties for proper action, follows up on them, and/or communicates the results to contributors.
- Maintains constant communication with users, including General Conference Auditing Service, and developers.

- Develops web-based training materials for all applications and collaborates with managers and specialists to deliver these resources. Manages IT-related components of all applications. Performs other work-related duties as assigned by the supervisor.

EDUCATION/EXPERIENCE/CREDENTIALS: Bachelor's (BA/BS) degree required in a relevant field. Graduate degree preferred. Minimum of eight years or more of relevant work experience is required to perform essential job functions.

KNOWLEDGE AND SKILL:

Working knowledge of accounting processes and data relationships is essential. Must have good working knowledge of AASI, APS, CTS, STS, and all other applications developed by the ACTS Team, and word processing (Word), database (Access), spreadsheet (Excel), presentation (PowerPoint), and email (GroupWise/Outlook) programs. Basic knowledge of SQL database is a plus.

Must have highly developed computer skills and the ability to adapt quickly to new processes and technology. Ability to write/create end-user documentation and training material.

Specialization within the area of leadership, communication, and interpersonal skills, including a proven ability to manage and develop high-performing teams. Knowledge of principles, policies, and beliefs of the North American Division and the Seventh-day Adventist Church. Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skill in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills, including proficiency in verbal and written form. Ability in strategic planning, leadership, and organization. Ability to perform administrative functions; to develop long- and short-term plans and programs; to effectively evaluate work accomplishments; and to establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to effectively present facts and recommendations in oral and written form.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS: Must possess the ability to deal tactfully and effectively with own departmental personnel, others within the North American Division, and outside personnel on a daily basis. Individual must remain calm under pressure and exhibit courtesy, diplomacy, and kindness at all times, both in person and on the telephone. Individual must exhibit the ability to effectively handle confidential information/situations at all times and maintain a high degree of loyalty and support for the supervisor, department, North American Division, and Seventh-day Adventist Church.

PHYSICAL REQUIREMENTS: Must be able to read, speak, and hear. Must be able to effectively communicate both orally and in writing. Inasmuch as incumbent is an exempt employee it is expected that the individual will work the hours required to complete assignments (i.e., no less than 38 hours per week, Monday - Friday). Some standing, walking, bending, kneeling, lifting, 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. The work area is well-lighted and ventilated. May occasionally be required to sit, climb or balance, and stoop, crouch, or crawl. Extensive travel throughout the NAD territory may be required. 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:

April 14, 2025