

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: Training & Implementation Manager

DEPARTMENT: Treasury (NAD-TRE)

SUPERVISORS: Associate Treasurer/ACTS Administrator

CLASSIFICATION/CATEGORY: Full-Time Salary/Exempt

REMUNERATION RANGE / ANNUAL SALARY: 90% - 102% / \$88,937.60 - \$100,407.68

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: Training and Implementation Manager is responsible for the coordination of implementation and training of designated employees within the North American Division (NAD) who will be responsible for implementing the Adventist Accounting Software International (AASI), Adventist Personnel System (APS), Church Treasury System (CTS), School Treasury System (STS), and all other Adventist Church Treasury Solutions (ACTS) applications within their respective organizations, overseeing the team's implementation work, and providing first-tier support for all Unions in NAD.

AUTHORITY, ACCOUNTABILITY: Work is varied and performed within a team context with limited supervision. There are specific guidelines to follow, but the work requires the ability to use discretion and independent judgment to carry out duties and meet deadlines independently. Accountable to the Associate Treasurer/ACTS Administrator.

ESSENTIAL JOB FUNCTIONS:

- Trains and oversees the NAD team and Union point persons for new implementation and support.
- Assists and coordinates all ACTS applications' implementation schedule in the North American Division using well-developed knowledge of 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 all features and functionalities of AASI and APS, relying on knowledge of accounting procedures and technical scope of knowledge, and notes areas that need updating.
- Receives feedback and requests from users, communicates them to all related parties for proper action, follows up on them, and communicates the results to contributors.
- Maintains constant communication with users, including General Conference Auditing Services, and developers.
- Develops web-based training material for all ACTS applications and works with the Specialist to provide these materials to end users.

- Performs other duties as assigned by supervisor.

EDUCATION/EXPERIENCE/CREDENTIALS: Bachelor's (BA/BS) degree in Accounting or Business is required. Graduate degree is a plus. Experience in accounting or payroll is required. Knowledge of AASI, APS, CTS, and STS is required. Experience in a computer-related field is preferred. Minimum of four years of relevant successful experience is required to fulfill essential job functions. Appropriate successful work experience may be acceptable in lieu of scholastic requirements.

KNOWLEDGE AND SKILL: Working knowledge of accounting processes and how data is related 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 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. Accounting experience and education required.

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:

Must possess the ability to deal tactfully and effectively with departmental personnel, others within the North American Division, and outside contacts on a daily basis. Must remain calm under pressure and demonstrate courtesy, diplomacy, and professionalism in all interactions. A high level of discretion is required when handling confidential information. Must maintain strong loyalty and support for the supervisor, department, North American Division, and the 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. Domestic (NAD) travel will be required. 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 20 hours per week). Some standing, walking, bending, kneeling, and carrying of light items is 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.

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:

July 8, 2025