



Seventh-day Adventist® Church

TEXAS CONFERENCE

Job Posting

Department:	Treasury	Date:	September 23, 2024
Title:	Payroll Director	Reports to:	Undertreasurer
Status:	Full-time; Salary Exempt	Rate:	From 87% - 102%

JOB SUMMARY

To process payroll for the Texas Conference, its subsidiaries, and owned institutions.

SCOPE OF RESPONSIBILITIES

The objectives are to effectively and efficiently process and maintain payroll and related records to meet government and North American Division standards.

TYPICAL DUTIES

- Perform tasks necessary for timely payroll preparation and processing
 - Office hourly staff
 - Review and process travel expense reimbursements, educational subsidy, and auto insurance assistance
- Process employee voluntary and involuntary deductions, and tax status changes
- Reconcile and maintain payroll related account receivables
- Update and maintain employee payroll related database
- Interpret federal and state laws related to payroll
- Timely transmittal of the following funds after every payroll
 - Payroll Taxes
 - Retirement funds and retirement loan payments
 - Employee wage garnishment orders to government agencies
- Timely emailing of payroll vouchers to all employees
- Prepare and submit comprehensive federal quarterly and annual reports, such as 941, W-2, W-3
- Reconcile individual earnings for W-2 reporting, tax sheltered annuity programs and retirement
- Provide customer service on payroll related questions to all employees
- Process invoices premiums and invoices for Life Insurance, AD&D, LTD, The Hartford and Healthcare

- Maintain accurate vacation and sick time records
- Assist in the preparation of reports for Worker's Compensation Audit
- Assist in the preparation of employee mailings
- Update and maintain record keeping system for payroll related paperwork

QUALIFICATIONS

- Bachelor's degree in accounting/finance preferred
- Must be able to write and speak English fluently, Spanish and/or other language skills preferable.
- Excellent computer skills.
- Excellent human relation skills.

COMMITMENT TO SEVENTH-DAY ADVENTIST FAITH AND TEACHINGS

- Must be committed to the mission of the Seventh-day Adventist Church and the Conference and actively live this mission through all work performed.
- Must be a baptized member of the Seventh-day Adventist Church in regular standing.
- Must remain an active and tithing member of the Seventh-day Adventist Church throughout employment.
- Must serve as a positive model of Seventh-day Adventist faith and teachings.

PHYSICAL REQUIREMENTS

- Evident good health: occupation requires standing, sitting, walking, kneeling, and bending; carrying light items is required.
- Motor coordination and finger dexterity to be able to grasp, reach and use a keyboard.
- Must be able to lift objects weighing up to 25 pounds.
- Must be able to read, speak and hear well.
- Must be able to effectively communicate both orally and in writing.

WORKING CONDITIONS

Essential responsibilities are performed in 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. Position may require some travel, either local or out of the area. Regular office hours are Monday through Thursday.

This job description is intended to describe the general nature and work responsibilities of the Payroll Director position. This job description and the duties of this position are subject to modification and supplementation at the sole discretion of the Conference. The Payroll Director is required to comply with supervisor instructions and perform other job duties, responsibilities or assignments requested by supervisors and Conference officials.

Candidate must be authorized to work in the United States.

*****Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

To apply, please submit the following to Tatiana Meharry, Human Resources Director, at HumanResources@txsda.org:

1. [Completed Texas Conference Employment Application](#)
2. A resume with your contact information
3. Names and contact information of three individuals who can provide professional references.

PDF format preferred for all documents being submitted.

Note: Interviews may occur before the final resume due date, so prompt submission is encouraged.