

# Payroll and Reimbursements Specialist

<b>FLSA</b>	Exempt
<b>Employment</b>	Full-Time (40 hours)
<b>Manages</b>	Payroll Clerk ES & Reimbursement Coordinators
<b>Reports To</b>	Barb Seckler, Director of Finance teams

## Job Summary

Reliant is looking for a skilled administrative individual who thrives on executing regular processes filled with details and numbers. The Payroll and Reimbursement Specialist will oversee the processing of payroll and reimbursements for all Reliant Field Missionaries as a part of the Employment Services team in our Central Office. This position will also oversee the Coordinators who handle the day-to-day processing of these functions. As a part of the Employment Services process team in our Central Office, this position will serve multiple internal program teams who work to meet missionary needs in increasingly creative ways.

The ideal candidate will enjoy implementing, tracking, and executing regular processes as they relate to payroll and reimbursements for hundreds of missionaries and a rapidly growing organization that serves increasingly diverse partners. We are excited to bring someone into this role who has the heart to serve others and understands the complex processing of payroll tools, spreadsheets, systems, and numbers. Executing this role will require excellent mathematical and data entry skills for regularly processing payroll and reimbursements. This role will be required to maintain employee records and conduct payroll and reimbursement reporting and auditing duties.

## Responsibilities

### Payroll

- Oversee the monthly process and checklist for Field Payroll
- Collaborate to complete monthly, quarterly, end of year processes, and journal entries related to employment services functions
- Data processing in the accounting software of employee status changes related to payroll
- Oversee the quarterly auto-enrollment of field staff in Reliant's 401(k) plan
- Assist with the annual 401(k) month's activities and events
- Oversee the data input and tracking of monthly and annual cafe plan elections of Reliant employees

### MTD Payables

- Oversee the bi-monthly process of processing field missionary reimbursements
- Oversee the maintenance of reimbursement forms due to changes in policies and guidelines
- Collaborate with program teams to resolve higher-level questions and concerns from field missionaries

- Special project collaboration with all central teams

## Employment Services Leadership Roles

- Approval and oversight of banking functions related to the roles listed above
- Serve on the Employment Services Leadership team
- Collaborate with Central Operations to implement and maintain processes and tools
- Supervision and Management of payroll clerk and reimbursement coordinators - including approving time cards and PTO
- Performing other weekly/monthly and annual projects as needed
- Maintain Solomon documentation for processes and procedures related to the above areas of responsibility
- Final Reviewer and Space Administrator Publisher for all Employment Services Solomon pages in the Missionary Field Manual

### All Reliant Central Employees must

1. Have a profession of faith in Jesus Christ.
2. Affirm Reliant's Statement of Faith, Core Values, and Central Leadership Principles.
3. Agree with Reliant's Code of Conduct.

### Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.