



Evangelism Explosion International (EEI) is actively seeking a full-time Bookkeeper & Payroll Administrator in our Arden, NC office.

EEI is a ministry that partners with churches across the world to train people how to share their faith in Christ and how to bring people from unbelief to belief. We have a vision of “every nation equipping every people group and every age group to witness to every person” the Gospel of Jesus of Christ. All employees must join in this vision, our mission, and agree to our Statement of Faith.

The Bookkeeper & Payroll Administrator maintains financial records in accordance with generally accepted accounting principles and processes payroll in accordance to all Federal and State regulations and requirements.

**Responsibilities:**

- Processes payroll using ADP, Access, QuickBooks, and Excel
- Processes new hire, payroll change notices, and termination paperwork received from HR for entry into payroll
- Maintains ACA compliance systems
- Remits payments for various payroll deductions to providers
- Researches and responds to pay and benefits related inquiries
- Processes workers’ compensation reports, renewals, audits, and claims
- Coordinates with ADP on year-end federal and state tax compliance
- Works with providers and HR to process all benefits new enrollments, terminations, and changes
- Prepares journal entries
- Reconciles all bank and investment-related statements monthly
- Reconciles accounts receivable and donations monthly
- Assists with monthly closing and preparation of monthly financial statements
- Prepares year-end audit schedules as assigned
- Assists with the implementation and maintenance of internal financial controls and procedures
- Performs office cleaning tasks according to the cleaning schedule
- Other duties as assigned

**Qualifications:**

- Bachelor’s or equivalent in a related field and two to four years of related experience or a minimum of six years accounting and payroll administration experience
- Knowledge of office administration and procedures
- Knowledge of generally accepted accounting principals
- Knowledge of general bookkeeping procedures
- Proficient in relevant computer applications, including QuickBooks, ADP Workforce Now, and Microsoft Office Suite
- Excellent verbal and written communication skills
- Ability to maintain confidentiality
- Commitment to excellence and high standards with acute attention to detail
- Strong organizational skills; able to manage priorities and workflow

**Key Competencies:**

- Diversity and Ethics
- Judgment
- Dependability
- Quality and Quantity
- Planning/Organizing
- Analytical
- Oral and Written Communication
- Interpersonal skills
- Problem Solving
- Professionalism

**Relationships:**

- Maintains a healthy relationship with God and an exemplary Christian testimony
- Maintains a healthy relationship with family members (i.e., spouse and children as applicable)
- Functions as a responsible member in good standing of a local church
- Participates in the EE ministry in a local church
- Reports to the Comptroller
- Willing and able to cooperate with the leadership and policies of EE
- Relates well and communicates clearly with all EE staff and ministry contacts

**Physical Demands and Work Environment:** While performing the duties of this job, the employee is frequently required to do the following:

- Occasionally required to stand
- Occasionally required to walk
- Continually required to sit
- Continually required to utilize hand and finger dexterity
- Occasionally required to climb, balance, bend, stoop, kneel or crawl
- Continually required to talk or hear
- Occasionally required to lift/push light weights 25-50 pounds
- Specific vision abilities required for this job include close vision, distance vision, peripheral, depth, and ability to adjust or focus
- Utilize visual acuity to operate equipment, read technical information, and/or use a keyboard
- The noise level in the work environment usually is quiet

**FLSA:** This position is exempt, salary, full-time, Monday – Friday.

For more information, email [hr@eeworks.org](mailto:hr@eeworks.org)

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