

Baptist Mid-Missions' Global Ministry Center

Position Description



Position: Tax Department Manager

Department: Tax

Supervisor: Treasurer

Status: Exempt

Our Mission

The Baptist Mid-Missions family exists to strategically advance the building of Christ's church, with His passion and for His glory, in vital partnership with Baptist churches worldwide.

Personnel Profile

Tax Department staff will demonstrate a credible and vibrant Christian testimony evidenced through personal godliness and a servant's spirit. Serving in the Tax Department requires diligence to detail, adherence to policy and defined tasks, discretion with confidential information, and cooperation in all assignments. Successful personnel will value integrity, processes and donor relations. It is imperative that all Baptist Mid-Missions personnel agree with and whole-heartedly support the organization's Articles of Faith and policies as a Baptist and separatist by conviction. The Global Ministry Center conducts its affairs in a business environment that requires a neat and professional appearance.

Responsibilities

- Prepare and file federal, state and local tax returns for missionaries requesting those services. This requires applying unique clergy and international tax rules applicable to missionaries and those living abroad.
- Prepare and file quarterly tax estimates payments for missionaries. Review and analyze missionary income throughout the year to ensure adequate tax payments.
- Prepare and file annual missionary W-2 and 1099R income reporting and any other tax documents (1099NEC, etc.) that BMM is required to file.
- Provide guidance to missionaries and Home Office personnel regarding Ministers' Housing Allowances, FBAR (Report of Foreign Bank and Financial Accounts), international tax issues and any other missionary income or tax related questions.
- Research tax issues and questions associated with BMM Accountable Expense Plan reporting to safeguard BMM and its missionaries.
- Communicate with the IRS and state/local tax agencies as needed to resolve issues.
- Supervise the Tax Department Assistant and assist the Treasurer with other duties as needed.

Skills

- Education and Experience: Bachelor's degree in accounting or business is preferred, as well as relevant work experience
- Must qualify to be an authorized IRS tax return preparer, preferably as a CPA or Enrolled Agent.
- Healthy knowledge of latest US individual income tax rules/regulations
- Proficiency in Microsoft Office (particularly Excel and Word), and with a 10-key calculator
- Above average verbal and written communication, both internally and with outside organizations
- Time management: ability to multi-task and complete tasks in an organized manner
- Team-mindset: willingness to cross-train and assist others
- Detail oriented with an ability to resolve issues

For further information and an application for employment with Baptist Mid-Missions contact
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