



# OPEN POSITION:

## PAYROLL SPECIALIST

**EMPLOYER:**

Margaret A. Cargill Philanthropies

**JOB TYPE:**

Full Time

**SALARY RANGE:**

\$70,000-\$78,000

**JOB LOCATION:**

Eden Prairie, Minnesota

### ABOUT MARGARET A. CARGILL PHILANTHROPIES

Margaret A. Cargill Philanthropies (MACP) provides meaningful assistance through its grantmaking that supports society, the arts, and the environment. Based in Minnesota, MACP is the umbrella over two grantmaking foundations: Margaret A. Cargill Foundation and Anne Ray Foundation. Rooted in guidance from our founder, Margaret Cargill, we support work in communities through highly collaborative relationships with grantees and other partners. Our global funding spans seven domains connected through common strategies and approaches: Animal Welfare, Arts & Cultures, Disaster Relief & Recovery, Environment, Legacy & Opportunity, Quality of Life, and Teachers & Students.

MACP's combined assets place us among the largest foundations in the United States.

**Margaret A. Cargill Foundation** is a private foundation that came into existence upon Ms. Cargill's death in August 2006. MACF's estimated assets at year-end 2023 were \$3.2 billion.

**Anne Ray Foundation** is a supporting organization, which may make grants only to beneficiary organizations specifically named by Ms. Cargill. ARF's estimated assets at year-end 2023 were \$4.8 billion.

## ABOUT MARGARET A. CARGILL PHILANTHROPIES

### OUR PHILOSOPHY OF GRANTMAKING

Our grantmaking reflects our values and Margaret Cargill's guiding principles and is always directed toward our mission and core purposes. We expect our grantmaking to have these characteristics:

- We **lead with our values**, internally and externally.
- We **partner with capable organizations** that have demonstrated their ability to work successfully in our interest areas and in a manner consistent with our values. We look to our grantees as partners and co-learners.
- We provide **meaningful support** to **strategic grantees**.
- We support **work in and with communities** toward **sustainable** solutions.
- We pay special attention to **underserved** or **low-attention** areas, populations, or issues.
- We value and affirm the integration of all functions of the Philanthropies in our grantmaking.
- We make **measurable impact** on focused goals.
- We evaluate our work, **reshape our approaches as we learn, share**, and **apply** our learning to future grantmaking.

### OUR COMMITMENT TO DIVERSITY, EQUITY, INCLUSION AND JUSTICE

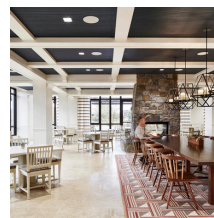
We envision a future in which our philanthropic resources and relationships help remove systemic barriers that limit access to opportunity and marginalize people within communities, as well as help empower and support them as agents of the change they seek. In this way, our joint efforts deepen and sustain the impact we work to achieve.

To achieve this impact, we seek to foster a culture – both internally and externally with grantee partners, community members, and other strategic partners – where differences are seen and respected, voices are heard, and all individuals feel supported and valued for their authentic selves.

### ABOUT OUR WORKPLACE

Our community of more than 115 employees brings expertise from a variety of professional and personal experiences. We are inspired by a common mission, shared values, and the difference we can make by working together.

In January 2023, we adopted our Employee Value Proposition (EVP) that shares our commitments to our team member's careers. We are committed to ensuring a diverse workforce where all team members feel like they belong, and we put equity at the center of our approach to individual development. We make a robust investment in each team member's professional development to ensure they can contribute meaningfully to MACP's mission, grow in their roles, and achieve their career goals both within and outside of MACP. We also value staff retention, and the stability and consistency of a dedicated team. You can read our full EVP [here](#).



We are also proud to offer a welcoming workplace that supports our employees' health and overall wellbeing. We supplement that environment with activities throughout the year that promote collaboration, learning, and fun.

Reflecting our investment in staff wellbeing, we have deepened our commitment to flexible work schedules and have implemented an innovative new approach to work arrangements in 2022. All MACP staff have a reduced workweek, with half-day Fridays, year-round, with the option of working remotely up to two days per week.

MACP's home in Eden Prairie, Minnesota is a foundational aspect of our identity, reflecting an organizational commitment to sustainability, balance, and collaboration. In spring 2016, MACP completed a major building expansion, and our LEED Platinum certified building features include sustainable materials, outdoor meeting areas, a fitness room, and unique art and keepsakes from Ms. Cargill's personal collection and others, that reflect our grantmaking and the communities where we work. Our space is a living reminder of our values.

Eden Prairie is part of the Twin Cities metro area including Minneapolis and St. Paul, which have over 3 million residents and together make up one of the metropolitan areas in the country. A unique blend of small town and major cosmopolitan hub, both urban cores boast a thriving business atmosphere. For more information about MACP, please visit our website: <http://www.macphilanthropies.org>.

## THE OPPORTUNITY

### JOB PURPOSE

The Payroll Specialist will provide support to the Finance function with a focus on payroll processing, accounting and reporting requirements. The position also partners closely with counterparts in Human Resources. This position leverages expertise in tools and processes to manage highly sensitive personnel data as well as specialized payroll expertise to manage more complicated payroll compliance and reporting needs. This position reports to the Assistant Controller and is a member of the Finance team.

### RESPONSIBILITIES

#### Payroll Processing and Compliance

- Leads regularly recurring payroll process to ensure accurate and timely processing each payroll cycle including:
  - Uses the third-party payroll processor platform (currently ADP) effectively
  - Adheres to payroll processes to ensure accuracy, protection of data, and integrity of appropriate controls
  - Ensures that each payroll is documented with reporting to support compliance with all internal and external regulatory requirements for compensation and benefits
  - Implements special, non-recurring payroll processes as required to support compliance with different wage and tax reporting requirements related to the non-qualified deferred compensation plans and variable compensation
- In collaboration with the Assistant Controller and counterparts in Human Resources as applicable, monitor developments in compensation and benefits and payroll practices in particular in order to proactively identify needs/opportunities for changes or improvements in approach, tools or process including:
  - Identifies compliance needs associated with changes in compensation and benefits reporting requirements
  - Coordinates with Human Resources on any questions related to employee compensation or benefits
  - Identifies and implements efficiencies and compliance-related changes needed in the third-party payroll processing system (currently ADP) with input from the Assistant Controller; trains staff in the efficient use of the system

#### Other Duties as Assigned

- Supports MACP's vision and commitment to diversity, equity, inclusion, and justice (DEIJ) by contributing to team and organization wide DEIJ goals and efforts
- Demonstrates knowledge of and commitment to intercultural understanding and sensitivity and awareness of systemic racism and other forms of structural injustice

#### Payroll Accounting and Financial Reporting

- Initiates accounting for compensation and benefits related activities, including but not limited to producing quarterly and annual reconciliations, maintaining general ledger records, and posting journal entries
- Provides documentation for independent verification of employer contributions to retirement plans, including but not limited to discretionary contributions and the employer's safe harbor matching contribution
- Analyzes forecast for compensation and benefits expenses against budget, ensuring forecasts are reasonable and variances are supported
- Produces reports to support internal management and decision-making specific to compensation and benefits, including but not limited to paid time off analysis
- Provides audit support for compensation and benefits, including but not limited to the qualified retirement plan and workers compensation

#### Accounts Payable Transaction Processing and Vendor Management

- Leads initial analysis to support tax compliance with respect to payments to vendors; maintains online system to prepare and file vendor tax forms
- Maintains vendor records to support reporting requirements
- Processes accounts payable ensuring timely payment of invoices
- Processes employee expense reports, ensuring timely and accurate processing
- Actively supports Finance and other functions to provide responses to vendor inquiries
- Proactively identifies opportunities for improvements related to Finance processes and tools

## CANDIDATE PROFILE

### EDUCATION, EXPERIENCE, AND QUALIFICATION REQUIREMENTS

- Bachelor's degree in accounting (or related field) with 3+ years of relevant experience, or high school degree or equivalent with 7+ years of relevant work experience
- Advanced technical knowledge of payroll processing and related systems (preferred 2+ years of experience with ADP)
- Strong technical knowledge with Microsoft Office Suite, Excel in particular, with the ability to learn various financial systems
- Ability to maintain the highest level of sensitivity and confidentiality in both internal and external relationships
- Ability to prioritize and manage multiple tasks efficiently and effectively within tight deadlines
- Solid data management, analytical, problem solving, and planning skills with excellent attention to detail
- Adaptable to various competing demands and a resourceful team-player
- Exceptional interpersonal skills and ability to effectively communicate and interact in person and in writing with internal team members and external constituents

### TRAVEL REQUIREMENTS

- Less than 10%

### PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT

The work environment is an office setting with a designated office or workstation at the Margaret A. Cargill Philanthropies office in Eden Prairie, Minnesota.

- We practice a hybrid work schedule with the expectation that employees will work in-office 3 days per week with the option to work remote up to two days per week. This includes working in the office Tuesday and Wednesday and either Monday or Thursday; all employees work remote on Friday.
- There may be occasions where it is required to be in-office more than 3 days in a week or on a day normally scheduled as a remote workday, depending on the role.
- We practice shared work hours between 9am-3pm Monday-Thursday and 9am-12pm Friday.
- Occasionally, the person in this role may be required to adjust to time pressures and frequent changes. This role may require an irregular schedule or overtime.
- This position is primarily a sedentary role with an adjustable sit/stand desk.
- The person in this position needs to occasionally move about inside the office to access file cabinets, office equipment, attend meetings or events, etc.
- Occasional or intermittent physical activities may include bending, reaching, twisting, stooping, or climbing within an office environment.
- This position requires regular use of a computer to complete work responsibilities. It also includes regularly working with other office equipment and communication technology, such as video conferencing, telephone, and copy/print machine.
- This role also frequently performs multiple tasks simultaneously and works closely with others as part of a team.

*The above statements are not intended to encompass all functions and qualifications of the position; rather, they are intended to provide a general framework of the requirements of the position. Job incumbents may be required to perform other functions not specifically addressed in this description.*

## COMPENSATION AND BENEFITS

MACP has identified a salary range of \$70,000-\$78,000 for this role.

The actual starting salary will be commensurate with years, breadth, and depth of relevant experience, education, certifications, credentials, special skills, accomplishments, and other factors relevant to the position.

MACP benefits are generous and include:

- Competitive compensation, including relocation support [only include when applicable]
- Professional development benefits, including opportunities to participate in relevant membership organizations and external learning activities
- Tuition reimbursement for employees pursuing college or advanced degrees or a certificate
- Strong medical, dental, and vision benefits for staff and their dependents with competitive monthly premiums and flexible spending accounts
- Reduced work week for all staff, with half-day closures on Fridays, year-round
- Minimum of four weeks of paid time off, in addition to a week-long year-end office closure
- Retirement programs, including 401(k) matching at 5%, with access to employer-paid financial planning resources
- In addition, the Organization may provide a discretionary contribution to employees' 401(k) plan that vests over a five-year period
- Matching gift program for charitable donations
- Additional benefits such as an employee assistance plan, an onsite fitness room, paid parental leave, and tuition reimbursement

## APPLICATION PROCESS

To apply, please send your resume to [danielle.lucia@ambrion.com](mailto:danielle.lucia@ambrion.com).

Learn more about what to expect in our application process on our website:  
<https://www.macphilanthropies.org/careers/>

### COMMITMENT TO DIVERSITY, EQUITY, INCLUSION, EQUAL OPPORTUNITY, AND ACCESSIBILITY

We know that engaging, building trust, and making a difference relies on the collective wisdom and strength of a truly diverse organization. With this in mind, we strongly welcome the interest of people who bring a variety of lived experiences, including people of color, all gender identities, people from the LGBTQ+ community, people with disabilities, and others who are excited to contribute their skills to our work.

Margaret A. Cargill Philanthropies and Ambrion are equal opportunity employers, and we consider applicants without regard to race, color, religion, gender, pregnancy, sexual orientation, age, national origin, marital status, citizenship, disability, veteran status, or any other protected characteristic as established under law.

Margaret A. Cargill Philanthropic Services, LLC, and Ambrion are committed to the full inclusion of all qualified individuals interested in this role. As part of this commitment, we will ensure that persons with disabilities are provided reasonable accommodations. If reasonable accommodation is needed to participate in the job application or interview process, to perform essential job functions, and/or to receive other benefits and privileges of employment, please contact Danielle Lucia, 952.278.1817, and [danielle.lucia@ambrion.com](mailto:danielle.lucia@ambrion.com).