



Presented by



Payroll Specialist

Margaret A. Cargill Philanthropies
Hybrid in Eden Prairie, Minnesota

Compensation

\$71,000 - \$80,000

Deadline to apply: July 1st, 2026. Early applications are encouraged.



About Margaret A. Cargill Philanthropies

Based in Minnesota, Margaret A. Cargill Philanthropies (MACP) is the umbrella over the two grantmaking foundations founded by the late Margaret Cargill: Margaret A. Cargill Foundation and Anne Ray Foundation. We steward Margaret Cargill's charitable vision – supporting work around the world that expands opportunities and creates lasting impact, especially for areas that have been overlooked. Our global funding spans seven domains connected through common grantmaking approaches:



Animal Welfare

We focus on the wellbeing of domestic animals and injured wild animals, and ways to increase empathy toward animals among children and adults.

Disaster Relief & Recovery

We support work in natural disaster preparedness, relief, and recovery with emphasis on communities prone to low-attention disasters.

Legacy & Opportunity

We provide funding for opportunities aligned with our values and philosophy and support for specific geographies of importance to Margaret Cargill, including the Upper Midwest and Southern California.

Arts & Cultures

We help support folk arts, Native American art, music, tactile art, and artistically significant crafts that foster human creativity.

Environment

We support the conservation of natural resources and protection of natural habitats.

Quality of Life

We support life's journey at vulnerable stages for children, young adults, families, and older adults.

Teachers & Students

We support the teaching profession and student success.



Our Mission is to provide meaningful assistance and support to society, the arts, and the environment

MACP's two grantmaking foundations have separate boards and investment portfolios but share a common mission of providing meaningful assistance and support to society, the arts, and the environment.

Margaret A. Cargill Foundation is a private foundation that came into existence upon Ms. Cargill's death in August 2006.

Anne Ray Foundation is a supporting organization, which may make grants only to organizations specifically named by Ms. Cargill.

For more information about MACP, visit our website: www.macphilanthropies.org.

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 support 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.



About Our Workplace

Our community of more than 125 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, supports our mission, and helps build a culture where everyone feels respected, valued, and has a sense of belonging.

We make sure opportunities for career advancement and access to development resources are distributed fairly and transparently. 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. MACP staff have a 36-hour workweek (for fulltime employees), with half-day Fridays and the option of working remotely up to two days per week.

MACP's home in Eden Prairie, Minnesota reflects our organizational commitment to sustainability, legacy, and collaboration. Our LEED Platinum certified building features 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 that includes Minneapolis and St. Paul, which together make up one of the largest metropolitan areas in the country with over 3 million residents. A unique blend of small town and major cosmopolitan hub, both urban cores boast a thriving business atmosphere.

Our Cultural Values

Making A Difference

We commit to these values collectively as stewards of our donor's legacy and in support of making a meaningful and lasting impact.

Respect

We build relationships rooted in trust and care, creating spaces of open dialogue where individuals feel heard and valued.

Learning

We embrace curiosity, share insights, and learn from our experiences and mistakes, growing as individuals, as a team, and as an organization.

Integrity

We show up with honesty and authenticity in service to our mission, in support of organizational goals, and in how we engage with partners and communities.

Excellence

We focus our best efforts on achieving meaningful goals, believing that diverse perspectives and purposeful collaboration lead to better results.

Humility

We elevate the work of grantees, partners, and communities who make our mission possible, knowing that "it's not about us."

Illustration by Ping Zhu.



The Opportunity

This is a full-time role at MACP's standard workweek of 36 hours.

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.

Primary 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.

• 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.
- **Other Duties as Assigned**
 - Advance MACP’s mission and cultural values of excellence, humility, learning, respect, integrity, and making a difference. Support MACP’s vision and commitments to diversity, equity, inclusion, and justice (DEIJ), which are rooted in our cultural values and embedded in direction from our donor.
 - Contribute to community learning and impact goals, including efforts to strengthen a culture of belonging that embraces different viewpoints, seeks full participation, cultivates welcoming and respectful environments, promotes fair treatment, and confronts discrimination in all its forms.

This role serves the Finance function and reports to the Assistant Controller. This role will have no direct reports.

Candidate Profile

Education, Experience, and Qualification Requirements

The qualifications listed reflect a range of skills and experiences relevant to this role. We recognize that no one candidate will meet every preferred qualification, and we encourage you to apply even if your experience does not align with all preferred criteria. We value a range of experiences and perspectives. Candidates who meet the minimum qualifications will be considered.

Minimum Qualifications:

- 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 expectations – Less than 10%.

Compensation and Benefits

MACP has identified a salary range of \$71,000 - \$80,000 for this role, paid hourly as earned. 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
- 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, access to the Calm app, and an onsite fitness room



Physical Requirement and Work Environment

- The work environment is an office setting with a designated workspace at the Margaret A. Cargill Philanthropies office in Eden Prairie, Minnesota and optional remote work up to 2 days per week.
- To be eligible for employment at MACP, staff must live in or be willing to relocate to Minnesota or Wisconsin before starting work.
- This position is primarily a sedentary role with an adjustable sit/stand desk.
- 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 a videoconferencing, telephone, copy machine, and printer.
- The person in this position needs to occasionally move about inside the office to access file cabinets, office equipment, attend meetings or events, etc.
- This role also frequently performs multiple tasks simultaneously and works closely with others as part of a team. Occasionally, the person in this role may be required to adjust to time pressures and frequent changes. Infrequently, this role may require an irregular schedule or overtime.



Margaret A. Cargill Philanthropic Services, LLC is 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 inform your search contact or reach out to our Talent Acquisition Manager, Cameron Reeves, at creeves@macphil.org or (952) 905-2969.

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.



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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 many perspectives. Diverse perspectives are essential for advancing our mission and we welcome individuals from all backgrounds who bring various lived experiences and professional expertise, and who share a commitment to our donors' vision of providing meaningful assistance and support to society, the arts, and the environment.

We are proud to welcome a diverse mix of candidates and to be an equal opportunity employer. All employment decisions are made without regard to race, color, creed, religion, gender identity, sex, pregnancy, sexual orientation, age, national origin, marital status, familial status, citizenship, disability, veteran status, public assistance, or any other legally protected characteristic. We are committed to the full inclusion of all qualified individuals, and we welcome the opportunity to discuss and offer reasonable accommodations.



About Terra Carbert

This search is being led by Terra Carbert of Frederick Fox. Terra brings extensive experience supporting organizations through strategic hiring processes and is known for creating a candidate experience that is clear, respectful, and personalized. She works closely with both clients and candidates to ensure each search is conducted with care, professionalism, and strong communication throughout.

How to Apply

Margaret A. Cargill Philanthropies has partnered with Frederick Fox to lead this search.

We are honored to support the organization in identifying its next Payroll Specialist. Our goal is to create a thoughtful, transparent, and respectful experience for every candidate.

The process will include an initial review of applications, exploratory conversations with selected qualified candidates, more in-depth interviews, and ongoing communication throughout each stage.

Applications will be reviewed on a rolling basis. Early applications are encouraged, and review of applicants will begin immediately. The deadline for applications is July 1st, 2026.

[To apply online click here](#)

Apply Via Email

You can submit your resume and optional cover letter via email directly to the search team by emailing Terra@hirewithfox.com with the subject line: MACP Payroll Specialist

If you need support for submitting your application

We are committed to creating an accessible experience for all candidates. If you need a reasonable accommodation at any stage of the application or interview process, please let us know by contacting terra@hirewithfox via email or Terra Carbert by telephone at 612-296-7794. We are happy to work with you to ensure you have what you need to fully participate.