

**Job Title:** Expense Reimbursement Specialist

**Classification:** Class II Non-Exempt

**Immediate Supervisor:** Controller & Director of Payroll Services

**Date:** 6/20/22

**Purpose:** The Expense Reimbursement Specialist is responsible for expense reimbursement processing, including review, issue resolution, answering questions, and payment.

### **Primary Duties and Responsibilities**

- Review expense reimbursement requests to verify financial policy compliance
- Verify submission of proper supporting documents
- Correspond with individuals submitting reimbursement requests to resolve issues or obtain clarification
- Process reimbursement requests for payment
- Respond to phone calls and emails from workers
- Prepare a monthly list of outstanding advances and follow up to ensure advances are cleared timely
- Perform other duties as assigned or requested

### **Job Requirements**

- Participate in daily prayer time for missionary workers and staff and monthly Town Hall updates
- Sign Avant Ministries Doctrinal Statement, testifying you adhere to this doctrinal position

### **Job Qualifications**

- Strong customer service focus with a willingness to go the extra mile in resolving issues
- Ability to manage periods of heavier workload and requests
- Solid interpersonal, written, and oral communication skills
- Ability to work independently without direct guidance on recurring assigned tasks
- Strong organizational skills and detail oriented
- Problem-solving skills and a servant's heart
- General math skills and comfort working with numbers

### **Preferred Qualifications**

- Proficiency in MS Excel, Word, and Outlook
- Experience with accounting and expense reimbursement software
- Ten-key skills

### **Physical Demands and Work Environment**

- While performing the responsibilities of the job, the employee is required to talk, hear, use their hands and fingers to operate office machinery, is often required to sit, stand, walk, reach with arms and hands, is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. This employee must be able to regularly lift and carry 30+ pounds. Vision abilities required by this job regularly include close vision. The noise level in the work environment regularly varies from quiet to moderate.