



South Central Conference of Seventh-day Adventist JOB DESCRIPTION

POSITION TITLE:	Associate Treasurer
FT/PT:	Full-time (38.5+ per week may include some evenings and weekends)
CLASSIFICATION:	Exempt
REMUNERATION:	87%-102%
REPORTS TO:	Chief Financial Officer/Treasurer
SUPERVISES:	Treasury Staff (in absence of CFO/Treasurer)
FUNCTION:	South Central Conference Associate Treasure is responsible for overseeing the day-to-day accounting operations of the Treasury Department. This position involves working closely with other Treasury Department staff and may also work with the Human Resources Department as needed. The Associate Treasurer should have excellent communication skills with strong attention to detail.

GENERAL RESPONSIBILITIES:

- Assist in overseeing the Treasury Department.
- Advise and assist treasure staff with all accounting functions: General ledger and accounts receivable.
- Analyze and adjust accounting records, bank reconciliation and other records.
- Record all investments income for brokerage companies.
- Prepare and distribute monthly and yearly financial statements.
- Assist in creating yearly budget, appropriations and assessments.
- Monitor operation fund and cash flow.
- Assist in recruiting, monitoring and evaluation of interns.
- Oversee the preparations for annual fiscal audit.
- Preside over meeting in the absence of Chief Financial Officer/Treasurer.
- Engage in professional growth opportunities, including cross-training and job-rotation.
- Maintain familiarity with concepts, practices and procedures in the accounting field.

OTHER

- Attend worship on a regular basis.
- Attend monthly staff and departmental meetings.
- May attend ADCOM and EXCOM as needed or required.
- Other duties as assigned, required or necessary.

MARGINAL DUTIES & RESPONSIBILITIES:

- May present/lead worship.
- May assist in other departments beyond regular department, as necessary or required.

QUALIFICATIONS:

Must be committed to Jesus Christ, the beliefs and mission of the Seventh-day Church, and a Seventh-day Adventist church member in regular standing. If transferring into South Central Conference, must transfer membership within 6 months of hire.

Education & Experience:

- Bachelor's degree in accounting or related field with 2+ years' related experience.
- Must pass background check(s).
- Adequate knowledge of Generally Accepted Accounting Principles (GAAP)
- Proficient in Excel and other software, APS & AASI experience a plus.
- Strong attention to detail.
- Excellent organizational skills

Language/Writing Skills:

- Must have excellent verbal skills.
- Must have the ability to communicate effectively to diverse group(s) of people in varied settings.
- Must be able to write in a logical, clear and grammatically correct way.
- Bi-lingual Spanish speaking, reading and writing helpful.

Reasoning Ability:

- Must have the ability to read, analyze and interpret common reports and documents.
- Must be able to respond to the needs and/or request of constituents, supervisors and others in a professional and timely manner.
- Must have the ability to plan and organize in a logical manner.
- Must be able to prioritize and multi-task in an efficient manner.
- Must have excellent interpersonal skills and be able to interact with a variety of individuals.

Physical Demands:

- Must be able to stand and walk up to 2/3 or more of the time.
- Must be able to sit up to 2/3 of the time.
- Must be able to use hand and/or fingers up to 2/3 or more of the time.
- Must be able to lift up to 25lbs up to 1/3 of the time.
- Must be able to hear and talk 2/3 or more of the time.
- Must be able to stoop, kneel, crouch, or crawl 1/3 to 2/3 of the time.
- Must be able to reach over shoulders 1/3 to 2/3 of the time.
- Must be able to climb stairs up to 2/3 of the time.
- Must have clear vision up to 20 inches minimally.

Equipment Used:

- Must be proficient in the use of the computer and various software packages. (Microsoft Office required including Excel, Word, Power Point, Outlook)
- Must be able to use a standard telephone.
- May have to use general office equipment including fax machine, copier, calculator, typewriter, etc.

Work Environment:

- Must be able to work in an office setting with moderate to loud noise levels.
- May be exposed to outdoor weather conditions 1/3 to 2/3 of the time.
- Must be able to travel locally and regionally.

Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

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