



South Central Conference of Seventh-day Adventist JOB DESCRIPTION

POSITION TITLE:	Accountant
FT/PT:	Full-time (38.5+ per week may include some evenings and weekends)
CLASSIFICATION:	Exempt
REMUNERATION:	71%-91%
REPORTS TO:	Treasurer/Chief Financial Officer
SUPERVISES:	N/A
FUNCTION:	The Accountant applies principles of accounting to install and/or maintain operations of the total accounting system. This individual is knowable as to the reasons for, and the effect of, various accounting procedures.

GENERAL RESPONSIBILITIES:

- Performs the accounting function for the conference; this may include the organization as a whole or specific departments.
- Assist the Conference Auditor in facilitating conference audits of local churches and schools.
- Assist the Auditor in the Conference Summer Auditor Internship Program.
- Accounts receivable invoices.
- Completes the monthly 941 deposit.
- Assist in processing of payroll.
- Provide assistance and support to Risk Manager. Will/may process Risk Management Claims, Auto Claims, Proofs of Insurance Requests, etc.
- Processes check requests.
- Assists Treasurer in preparation of various committee agendas.
- Assist Treasurer in preparing reports and special projects.
- Maintains record and files and submits reports as directed.
- Attend worship on a regular basis.
- Attend monthly staff meetings.
- Attend/participate in trainings as required.
- Performs other duties as assigned or required.

MARGINAL DUTIES & RESPONSIBILITIES:

- May present/lead worship.
- May assist in the sending out mail/packages.
- 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:

- Master's Degree in business or related field with 1+ years' related experience preferred.
- Bachelor's Degree in business or related field with 2+ years' related experience preferred.
- High School Diploma or equivalent with 6+ years' related experience.

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 may be required.

Reasoning & Other 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 work well in fast paced office environment.
- Must have the ability to plan and organize in a logical manner.
- Must be able to prioritize and multi-task in an efficient manner.

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.
- Must be able to use 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 accommodations may be made to enable individuals with disabilities to perform essential functions.

(Created 10/19)

