

ESSENTIAL HIRE: Open as of January 26, 2021

Assistant/Associate Treasurer*

Immediate Supervisor:

Conference Treasurer

Send application to: hr@lrcsda.com

ATTN: Latoria Thomas-Lee



HUMAN RESOURCE
SERVICES

Seventh-day Adventist Church
LAKE REGION CONFERENCE

Essential Job Functions:

1. Lead and direct accounting function of the organization
2. Accurate and timely completion of monthly accounting tasks
3. Preparation of financial statements
4. Month and Year-end closings
5. Bank Reconciliations
6. Account Analysis & Reconciliation
7. Maintenance of the General Ledger
8. Preparation of Journal Vouchers
9. Budget & Cash Flow Management
10. Management of Capital Expenditures
11. Management of Investments
12. Plant Assets Accounting Management
13. Monitor Internal Controls
14. Provide training to conference departments, employees, volunteers, and constituents
15. Special projects as designated by Treasurer
16. Coordinate audit preparation and activities
17. Ensure accounting system and financial records are maintained in compliance with policies and procedures

Core Competencies:

- Comfortable working in a deadline driven environment
- Ability to exercise sound judgment and exercise multiple tasks simultaneously
- Ability to work collaboratively with all levels of staff and departments
- Possess strong analytical skills and attention to detail
- Focused on continuous improvement and problem-solving
- Firm understanding of GAAP and a high level of Microsoft Excel proficiency
- Strong verbal, written communication and interpersonal skills
- Accounting software skills. Ability to create and analyze financial reports. LUCIS or AASI preferred

Education/Experience Requirement:

- Bachelor's Degree in Accounting, Business Management, Finance or other relevant field which included coursework in auditing and accounting
- One to three years relevant successful work experience required
- *Position and salary commensurate with education and experience
- **Must be a United States Citizen and/or Permanent Resident**