



GREATER NEW YORK CONFERENCE
of Seventh-day Adventists®

JOB POSTING FOR

CONFERENCE ASSISTANT AUDITOR

Position Title: Conference Assistant Auditor

Department: Treasury

Supervisor: Under-Treasurer

Status: Exempt

Wage: Commensurate with experience

DEADLINE FOR APPLICATION: May 17, 2021

JOB SUMMARY

The Conference Assistant Auditor works under the supervision of the Senior Auditor to perform the audits of all entities in the Greater New York Conference that are not audited by General Conference Auditing Services (GCAS). This includes the churches, schools, Adventist Home, etc.

DUTIES AND RESPONSIBILITIES

- Perform the routine audit functions within the conference.
- Maintain audit files.
- Provide and support conference-approved accounting software.
- Other duties as assigned by the conference Senior Auditor.

QUALIFICATIONS

- Must have an expressed commitment to Jesus Christ, the teachings, practices, and mission of the Seventh-day Adventist Church. A Seventh-day Adventist church member in regular standing, and a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.
- Must practice confidentiality of information at all times.
- Must have adequate working knowledge of General Accepted Accounting Principles
- Must be knowledgeable of denominational policy procedures of the Seventh-day Adventist Church
- Bachelors Degree in Accounting or Business from an accredited institution
- Must be able to write and speak English fluently. Ability to speak Spanish a plus
- Previous auditing experience a plus
- Must demonstrate knowledge of accounting practices, reporting requirements and insurance practices.
- Must have management experience.
- Must be able to use the computer and demonstrate strong computer skills in various areas. Software that may routinely be used includes church accounting software, MS Office, Word, Excel.

TYPICAL PHYSICAL DEMANDS

Requires sitting, standing, bending and reaching. May require lifting up to 35 pounds. Requires manual dexterity sufficient to operate standard office machines such as computers, fax machines, calculators, the telephone and other office equipment. Must be able to climb stairs without assistance. Requires normal range of hearing and vision. Extensive travel required.

WORKING CONDITIONS

Essential tasks are performed under normal office conditions with little/no noticeable discomfort. Work area is well-lighted and ventilated. May vary significantly with individual auditing locations.

INTERESTED PERSONS must send résumé and cover letter to:

Office of the Secretariat
Greater New York Conference
P O Box 5029
Manhasset, NY 11030 - or -
E-mail: chayman@gnyc.org • Fax: (516) 210-0574

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