Southern California Conference of Seventh-day Adventists

SEEKING APPLICANTS

UNDERTREASURER or ASSOCIATE TREASURER

The Southern California Conference has an opening for an Undertreasurer or Associate Treasurer.

Position Summary:

The Conference Undertreasurer or Associate Treasurer shall be responsible for providing and maintaining an accurate, comprehensive, and effective accounting service for the Southern California Conference of Seventh-day Adventists. The Undertreasurer or Associate Treasurer shall report to the Conference Treasurer and shall serve in the capacity of treasurer in the absence of the Treasurer.

Qualifications:

- Must be a member of the Seventh-day Adventist Church
- Must understand and be able to apply the policies and guidelines of the North American Division and the Southern California Conference
- Must have training in accounting and finance, college degree preferred
- Must demonstrate an aptitude for detailed accounting
- Must demonstrate administrative skills
- Must be able to utilize computer accounting systems
- Must have a good understanding of denominational programs and procedures related to accounting and finance
- Must have 5-10 years of denominational experience in accounting and finance
- Must be able to receive directions and carry out instructions
- Must be able to read, understand and assist with accounting functions
- Must be able to maintain confidentiality of privileged information
- Must be able to function as a good team player.
- Fluency in a second language is a plus but not a requirement

Duties and Responsibilities:

- Supervise and coordinate the work of the assistant treasurers and other employees in the Treasury and Accounting Departments
- Provide detailed information to assist in the preparation of the annual budget
- Provide material for the monthly and annual financial statements
- Attend committees and boards as assigned, some which may involve traveling outside of the Conference territory
- Serve as office manager in the absence of the Treasurer
- Perform other duties as assigned by the Treasurer or other Executive Officers

Physical Requirements:

Must be physically able to perform the duties and responsibilities as described above, including but not limited to extended periods of desk work and attendance at various meetings

Must be able to perform described accounting and financial duties, with reasonable accommodation if needed

Compensation commensurate with experience and qualifications. Appointment as Undertreasurer or as Associate Treasurer is also based upon experience and qualifications.

Applications will be reviewed beginning immediately until the position is filled. Application forms may be obtained from and submitted along with résumé's to:

SOUTHERN CALIFORNIA CONFERENCE OF
SEVENTH-DAY ADVENTISTS
Human Resources Department
P.O. Box 969
Glendale, CA 91209
Phone: (818) 546-8415
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