

# SOUTHERN UNION CONFERENCE

## Job Description



<b>Job Title:</b>	<b>ASI Executive Secretary-Treasurer</b>	<b>Type Of Position:</b>	<b>Hours Per Week</b> <u>  N/A  </u>
<b>Location:</b>	302 Research Dr., Norcross, GA 30092	<b>Full Time</b> <u>  X  </u>	
<b>Department:</b>	ASI Southern Union Chapter	<b>Part Time</b> <u>      </u>	<b>Exempt</b> <u>      X  </u>
<b>Reports To:</b>	President	<b>Intern</b> <u>      </u>	<b>Nonexempt</b> <u>      </u>

### POSITION SUMMARY:

The Executive Secretary-Treasurer for the ASI Southern Union Chapter oversees the operations and accounting functions as an advisor to the ASI Officers. Work cooperatively with ASI Chapter president, officers, and lay-membership to promote the objectives and activities of ASI. Attend ASI Union meetings and represent the Union at the ASI National level.

### SCOPE OF RESPONSIBILITY:

- Assist in recruiting and processing new members.
- Assist in preparing for meetings and teleconference meetings.
- Assist ASI president in planning and promoting policies and objectives of the Union Chapter.
- Assist the vice president for finance with rendering reports to the membership.
- Assist in coordination at all levels of the church a harmonious spirit with ASI.
- Present ASI concerns to the Southern Union Conference administration.
- Attend ASI Union and National conventions.
- Perform such duties as may come within the scope of the office or as assigned by the president.

### RECOMMENDED EDUCATION/EXPERIENCE:

- Bachelor’s degree in related field.
- General knowledge of finance, statements, basic accounting, etc.

### KNOWLEDGE AND SKILL:

Knowledge of principles, policies, and beliefs of the Southern Union Conference and Seventh-day Adventist Church. Knowledge of church structure and organization, including committee procedures, etc. Knowledge and skills in appropriate methods of dealing with human behavior in various circumstances. Advanced command of language skills, including proficiency in verbal and written form.

Ability in strategic planning, leadership and organization. Ability to develop long-and short-term plans and programs; and to establish and maintain effective relationships with internal/external personnel. Must possess advanced ability to effectively present facts and recommendations in oral and written form.

**CONTACTS, ORGANIZATIONAL RELATIONSHIPS:**

Contact with church leaders, outside organizations, and lay persons, as well as Southern Union personnel at all levels. Must possess advanced interpersonal skills and project a professional Christian image.

**PHYSICAL REQUIREMENTS:**

Must be able to read, speak, and hear in the English language. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Must be able to travel extensively in all parts of the Southern Union territory under varying conditions.

**WORKING CONDITIONS:**

Essential responsibilities are performed in sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort. Work area is well-lighted and ventilated. Conditions may be difficult on itinerary with some irregularity in hours