

# SOUTHERN UNION CONFERENCE

## Job Description



<b>Job Title:</b> Accountant	<b>Type Of Position:</b>	<b>Hours Per Week</b> <u>38</u>
<b>Location:</b> 302 Research Dr., Norcross, GA 30092	<b>Full Time</b> <u>X</u>	
<b>Department:</b> Treasury	<b>Part Time</b> _____	<b>Exempt</b> _____
<b>Reports To:</b> Associate Treasurer	<b>Intern</b> _____	<b>Non-exempt</b> <u>X</u>

### POSITION SUMMARY:

To assist in maintaining the normal flow of business operations in the Treasury Department by performing accounting duties such as remittance reports, accounts receivable, etc.

### SCOPE OF RESPONSIBILITY:

- Responsible for processing monthly remittance reports and checks.
- Perform various journal entries, account reconciliations, and provide general ledger support.
- Review and process A/P check requests and statements.
- Maintain NAD Internship process; prepare and submit Quarterly NAD Internship Report.
- Process Church Identification Service/Sign purchase orders, payments received and accounts payable.
- Prepare annual, quarterly, and year-end reports for Church Identification Service/Signs.
- Document sales, payments and sign inventory on excel spreadsheet.
- Maintain ASI Constitution and Bylaws, members' database, Google calendar, inventory, regulations manual.
- Assist ASI representative in preparation of meetings, conventions, committees, mailings, minutes, etc.
- Record and receipt checks or cash received and deposit weekly.
- Review and process monthly A/R invoice requests and statements.
- Maintain accurate and efficient filing system.
- Other responsibilities as assigned by the Associate Treasurer.

### RECOMMENDED EDUCATION/EXPERIENCE:

- Two year accounting degree or related field.
- Two years of experience with working knowledge and skills of basic accounting principles.

### KNOWLEDGE AND SKILL:

Well developed knowledge of principles, policies and beliefs of the Southern Union Conference and the Seventh-day Adventist Church. Must exhibit extensive initiative; often working with minimal supervision. Adaptable and able to evaluate priorities. Ability to perform support duties with speed and accuracy without constant supervision.

Knowledge of up-to-date office procedures such as filing, telephone techniques, office equipment, and English usage (spelling, grammar, punctuation, etc.). Must be able to facilitate good communications among departmental staff, other departments and outside personnel. Excellent interpersonal skills, attention to detail, exceptional problem solving abilities and good organizational skills. . Computer skills should include a working knowledge of Microsoft Office Suite. Exhibit confidentiality at all times.

### CONTACTS AND ORGANIZATIONAL RELATIONSHIPS:

Contact with many people, both internally and externally. Must have a pleasant personality and good telephone manners. Must possess the ability to deal tactfully and effectively with internal and external personnel on a daily basis. Must be able to effectively handle confidential information/situations at all times'. Maintain high degree of loyalty and support for treasurer, department, Southern Union Conference and the Seventh-day Adventist Church.

**PHYSICAL REQUIREMENTS:**

Must be able to read, speak, and hear in the English language. Multi-lingual a plus. Must be able to effectively communicate both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Standard work hours, as defined in the Southern Union Conference Employee Handbook, are required. Overtime is rarely required and never permitted without the treasurer's approval.

**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. Position requires occasional travel. Any request for travel must have the treasurer's prior approval.