

SOUTHERN UNION CONFERENCE

Job Description



Job Title: Accounting Software Support Engineer	Type Of Position:	Hours Per Week <u> N/A </u>
Location: 302 Research Dr., Norcross, GA 30092	Full Time <u> X </u>	
Department: Information Systems	Part Time <u> </u>	Exempt <u> X </u>
Reports To: Departmental Director	Intern <u> </u>	Nonexempt <u> </u>

POSITION SUMMARY:

The Accounting Software Support Engineer is to provide accounting and payroll software support for the union, conferences, and schools within the Southern Union territory. Giving guidance and providing resources to resolve technical issues. Report problems and requests so that additional software can be developed, resolved, or refined. Must be able to communicate technical information in clear language understandable to non-technical users.

SCOPE OF RESPONSIBILITY:

- Provide APS support for union, conferences, and schools within the Southern Union territory.
- Provide AASI support for union, conferences, and schools within the Southern Union territory.
- Track issue and report to NAD issues that cannot be fixed locally.
- Run scripts in SQL to fix database issues.
- Backup and restore database for users and/or NAD.
- Other responsibilities assigned by the director.

RECOMMENDED EDUCATION/EXPERIENCE:

- Related degree/certifications or relevant college courses in Accounting/Business.
- Knowledge of SQL and SQL database administration or two to three years of related experience.
- Knowledge of network and computer hardware and software.

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.

Knowledge and skills in appropriate methods of dealing with human behavior in various circumstances. Good working knowledge of accounting software and accounting practice. Willingness to learn new skills and keep knowledge current. Must be courteous, have good communication skills and be self-motivated with the ability to complete tasks with little supervision. Must have strong “people skills” in providing advocacy for functions performed and to maintain high levels of communication with subordinates, users, and superiors.

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. Must exhibit ability to effectively handle confidential information/situations at all times and maintain high degree of loyalty and support for director, department, Southern Union Conference and the Seventh-day Adventist church.

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