

SOUTHERN UNION CONFERENCE

Job Description



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

POSITION SUMMARY:

Oversees the financial functions and reporting of the Southern Union. Has membership on, and in some cases chairs related Union, Division, University, and Health System Boards and Committees. Gives input to NAD relating to new financial policies or policy changes. Gives support to the local conference treasurers within the Union territory.

SCOPE OF RESPONSIBILITY:

- Prepares and presents and manages Annual Budgets
- Oversees preparation and presentation of interim financial statements and related functions
- Gives counsel to local Union institutions relating to financial issues as requested
- Oversees Union non-exempt hiring and HR function and serves as office manager
- Represents Union on appropriate NAD financial related committees and boards as requested and gives input to new policies and policy changes
- Oversees preparation for annual union meetings including, but not limited to Departmental counsel, treasurers meetings, and Treasury Department meetings.
- Other responsibilities as assigned by Southern Union Executive Committee.

RECOMMENDED EDUCATION/EXPERIENCE:

- Bachelor's Degree in Accounting or related.
- Strong knowledge of church financial function and policies, with conference treasury experience preferable.

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