

SOUTHERN UNION CONFERENCE

Job Description



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

POSITION SUMMARY:

The Undertreasurer is responsible for overseeing the day to day accounting operations of the Treasury Department. Provide union representation to local conference committees and boards. Give counsel and support to local conference accounting staff. Manages on and offsite property decisions as facility manager. Provide safety training and resources for the office staff.

SCOPE OF RESPONSIBILITY:

- Assist Treasurer in overseeing the operations of the Treasury Department.
- Advise and assist treasury staff with all accounting functions; General ledger, A/R, Payroll, Remittance, etc.
- Member of various committees; ADCOM, SURF, Union/Conference Executive Committee, Association Board, etc.
- Analysis and adjustments of accounting records; payroll, bank, and other records.
- Record all investment income for brokerage companies.
- Prepare and distribute monthly and yearly financial statements.
- Assist Treasurer in creating yearly budget, appropriations, and assessments.
- Risk manager responsibilities.
- Oversees the management of the facility, custodial services, maintenance, and office emergencies/safety.
- Monitors operating fund cash flow for three accounts.
- Provide instruction, counsel, or assistance to local conference, HHES, Angel Program, GC Auditors, and members.
- Manages Union Treasury Interns; recruiting, evaluation, etc.
- Manages employee rental and property sales.
- Oversees the preparation for annual Southern Union Audit.
- Communicate and respond to telephone calls, emails, and correspondence.
- Accept invitations to deliver the Sabbath sermon within the Southern Union territory.
- Other responsibilities as assigned by the Treasurer.

RECOMMENDED EDUCATION/EXPERIENCE:

- Bachelor’s degree in Business, Accounting, or related field.
- A minimum of four years’ experience working in management at the local conference level.
- Trust Services Certification, preferred but not required.

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