

NORTH AMERICAN DIVISION

JOB OPPORTUNITY

Applications for the job listed below will be accepted from the time of posting from **NORTH AMERICAN DIVISION** employees **WITH AT LEAST ONE YEAR OF SERVICE IN THEIR CURRENT POSITIONS.**

TITLE OF JOB: Executive Assistant II

DEPARTMENT: Treasury (NAD/TRE)

SUPERVISORS: Treasurer/Undertreasurer

REMUNERATION GRADE/RATE: Regular Full-Time (Exempt)

LOCATION: Columbia, MD—On-site/In-office at the NAD Headquarters

NOTE: This position is not eligible for any type of regular remote or teleworking arrangement. For candidates living outside of the MD geographical area, relocation is required.

POSITION SUMMARY: Assists North American Division Treasurer and Undertreasurer by performing diverse duties in an efficient manner, handling all affairs with the greatest care and confidentiality. Reviews/edits correspondence and prepares reports of a complex and highly confidential nature and assists in designated administrative details using initiative and sound judgment. Requires knowledge of church policy and organizational structure with the ability to use this information to guide work and decision-making processes.

AUTHORITY, ACCOUNTABILITY: Authority as granted by the North American Division administrators. Responds to the assigned administrators. There are specific guidelines to follow, but the work requires the ability to carry out duties, use discretion and independent judgement, and meet deadlines independently. Minimal authority of others.

ESSENTIAL JOB FUNCTIONS:

- Handles responsibilities with the greatest care and confidentiality.
- Maintains and manages departmental workflow, procedures, and assignments.
- Establishes efficient and effective department processes by evaluating and developing streamlined/automated systems using tools such as Laserfiche.
- Coordinates and selects vendors for department office supplies.
- Purchases department supplies as needed.
- Resolves online access problems with office supply vendors.
- Creates and prepares reports, special projects, pamphlets, manuals, presentations, etc.
- Maintains a well-organized office including efficient digital and paper filing and document management systems.
- Manages Treasurer and Undertreasurer calendars. This includes but is not limited to scheduling appointments and otherwise maintaining calendars.
- Schedules travel and makes travel arrangements for Treasurer and Undertreasurer as requested.
- Screens telephone calls, responds to client inquiries, and refers unusual or complex inquiries to supervisors or other appropriate offices.
- Processes incoming/outgoing mail and prepares correspondence or other written material and responds to questions and inquiries in coordination with supervisors.
- Assists with preparation of committee meetings including preparing agendas and performs recording secretary functions. This includes scheduling the meeting, recording and drafting minutes for chair review and approval, notifying employees of committee actions, indexing minutes, filing office copies and distributing copies to committee and board members.
- Plans and organizes meetings and special functions, including social activities for the department, coordinating with caterers or food service providers to arrange meal options and delivery/set-up when needed.
- Provides backup support for AdventistGiving—answering questions/emails from donors.
- Reviews and reconciles expense reports.
- Creates and maintains purchasing accounts access (such as Office Depot) for the NAD office.

- Manages the workflow process for seminary sponsorship/financial assistance/internship applications and assists with the quarterly payment processes.
- Coordinates/schedules budget meetings, distributing budget details in advance.
- Manages the workflow process for independent contractor agreements and vendor contracts in consultation with the Undertreasurer, tracking the various types of contracts and amounts expended.
- Assists with planning organizational year end meetings and related Treasury meetings.
- Researches and handles special projects for the Treasurer and Undertreasurer.
- Acts as Treasurer or Undertreasurer's representative when dealing with third parties.
- Assists with scheduling the Jackson Board Room and coordinating usage of the NAD conference rooms.
- Serves as a backup to the President's Executive Assistant to track notable events (i.e. weddings, illnesses, and funerals) to send flowers, cards, etc. on behalf of the NAD.
- Maintains database of contact information for conference and union treasurers.
- Performs other work-related duties as may be assigned by supervisors.

EDUCATION/EXPERIENCE/CREDENTIALS: Bachelor's (BA/BS) degree with emphasis in office administration, business or related field including courses in accounting. Appropriate successful work experience may be acceptable in lieu of scholastic requirements. Must be proficient in proofreading, editing and have proven clerical skills. Extensive experience in administrative support roles in various levels of denominational administrative offices preferred. International Association of Administrative Professionals Certification (CAP) preferred.

KNOWLEDGE AND SKILL: Well-developed knowledge of principles, policies and beliefs of the North American Division and the Seventh-day Adventist Church. Must exhibit initiative; being original and innovative to aid supervisors in planning and organization. Adaptable and able to evaluate priorities. Ability to perform duties with speed and accuracy without constant supervision.

Knowledge of up-to-date office procedures. Advanced Microsoft Office skills, including Word, PowerPoint and Excel. Must possess the ability to learn new software applications as needed to perform job functions. Advanced writing and English usage (spelling, grammar, punctuation, etc.). Should possess the mathematical ability to apply concepts such as fractions, percentages, ratios, and proportions relative to work assignments. Possess the ability to perform technical responsibilities with speed and accuracy. Must have the ability to work under pressure and with many interruptions. Absolute confidentiality required at all times; required assistance in facilitating strong positive communications among departmental staff, other departments and outside personnel.

CONTACTS, ORGANIZATIONAL RELATIONSHIPS: Must possess the ability to deal tactfully and effectively with own department personnel, others within the North American Division, General Conference, and outside personnel on a daily basis. Must be able to effectively handle confidential information/situations at all times and maintain high degree of loyalty and support for supervisors, department, North American Division, General Conference, and the Seventh-day Adventist Church.

PHYSICAL REQUIREMENTS: Position primarily requires sitting and doing close visual work. Must be able to see, read, speak and hear. Must be able to effectively communicate both orally and in writing. Inasmuch as incumbent is an exempt employee it is expected that individual will work the hours required to complete assignments (i.e. no less than 38 hours per week) and as outlined by the core business hours, Monday through Thursday. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Standard work hours, as defined by the North American Division Employee Handbook, are required.

If interested in the above position please visit our site [CLICK HERE](#) to complete a NAD Employment Application. Or send email to jobs@nadadventist.org and follow instructions from response email.

This position will remain available until filled.

Posted:

Tuesday, January 18, 2024