

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: Assistant Treasurer

DEPARTMENT: Retirement Services (NAD-RET)

SUPERVISOR: Associate Administrator/CFO

REMUNERATION GRADE/RATE (Exempt)

ESSENTIAL JOB FUNCTIONS:

- Provides data and analysis for financial decisions
- Prepares reports as requested by the Associate Administrator/CFO for managerial and financial decisions
- Responsible for overall development of the operating budgets for NAD Retirement Plans, both in the aggregate and by individual plan.
- Supervises the Junior Accountant position and serves as backup for this position.
- Supervises the preparation of journal_vouchers to enter/and or distribute expense and income to various Funds.
- Supervises processing of invoices from the General Conference and North American Division.
- Supervises payment of required Federal Tax Withholding and reconciliation of Cash Exchange, Suspense, and Federal Withholding accounts.
- Manages cash flow, balancing various checking accounts and money market accounts to ensure adequate cash for payroll and other needs. Initiates trades with investment brokers as needed in consultation with the General Conference Investment Office.
- Supervises preparation of bank deposits and initiates accounts payable disbursements.
- Oversees calculations of Retirement Plan contributions for participating organizations.
- Supervises reconciliation of accounts between Retirement plans, General Conference and North American Division.
- Ensures all Retirement JV's are entered in AASI Accounting Software.
- Supervises processing of check runs as needed including the preparation of JVs, transfer of funds and payment of required Federal taxes.
- Responsible for NAD Retirement in the absence of the Administrator and Associate Administrator/CFO, in consultation with available Retirement Plan Associate Administrators or Division Officers.
- Reviews and follows up on monthly delinquency reports for accounts receivable.
- Supervises the closing of income and expense accounts in the Service Bureau and allocations of these amounts to other Retirement Funds.
- Supervises the preparation of monthly financial statements, reviews for accuracy and distribution to department management for their review.

- Supervises and participates in preparation of the monthly financial statistical analysis, including historical trends and projections.
- Keep abreast of GAAP, industry regulations and trends, and tax law.
- Monitors investment return reports.
- Reviews technology best practices for financial reporting and recommend to management.
- Responsible for year-end closing process including reconciliations, statements, and necessary check processing.
- Manages preparation for and execution of the for annual audit, interfacing with internal and external audit firms as needed.
- Maintains separation of duties grid for internal control purposes.
- Prepares quarterly reports for the Finance, Budget, and Investments Committee.
- Performs other duties as assigned by Retirement Plan Administrator or Associate Administrator/ CFO.

EDUCATION\EXPERIENCE/CREDENTIALS: Bachelor's (BA/BS) degree in accounting, business or equivalent required. Appropriate successful work experience may be acceptable in lieu of scholastic requirements. Substantial accounting experience required at different levels of the church organizations. Three or more years of relevant, successful experience in the field is preferred.

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.

Posted:

Tuesday, January 12, 2021 @5:00 p.m.

