

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: Accountant Internship

DEPARTMENT: Treasury (NAD-TRE)

SUPERVISOR: Sharon Mabena, Associate Treasurer

POSITION SUMMARY: This is intended to be an up to two-year internship. Continued employment after that will be subject to position and budget availability. Training will take place in all aspects of accounting. Primary responsibilities will include Payroll Functions, Credit Card Report Processing, and helping with Accounts Payable and Expense Reports. These duties include responsibility for processing, analyzing, reconciling, and reporting on these activities. There may be other accounting duties as assigned by the supervisor—with the specific intent of giving an overall understanding of accounting

AUTHORITY, ACCOUNTABILITY: Work is varied and performed with limited supervision. There will be specific guidelines to follow. Responds to the Associate Treasurer as needed.

ESSENTIAL JOB FUNCTIONS

- All Payroll Functions—including posting to General Ledger.
- Processes Expense Reports.
- Processes the monthly Corporate Credit Card Reports under direction of Senior Accountant.
- Assists with Accounts Payable for the North American Division when needed.
- Helps accounting Staff answer accounting queries and questions by NAD Departments.
- Other accounting duties to be determined—may include some work with sub-entities of the NAD.
- Performs other job-related duties as assigned by supervisor.

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.

KNOWLEDGE AND SKILL: Extensive knowledge of principles, policies and beliefs of the North American Division and the Seventh-day Adventist Church. Ability to apply accounting principles to accounting procedures. Knowledge of the payroll process. Basic knowledge of personal income taxes. Basic computer knowledge, with specific ability to use spreadsheets and word processing software—and will need to learn the Adventist Accounting Software, International and Adventist Payroll System. Must have reasonable typing speed/accuracy especially with numbers.

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:

Date and Time

Monday, March 11, 2019 @ 11:00 am