

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: Senior Accounting Clerk

DEPARTMENT: Adventist Laymen's Industries (NAD-ASI)

SUPERVISOR: Director, ASI

Category: Hourly (Part-Time/20hrs per week)

ESSENTIAL JOB FUNCTIONS:

- Handles day-to-day accounting for ASI, ASI Missions Inc, and Life.
- Knowledge of NAD accounting software Aasi.net.
- Check writing – and filing with proper authorization – approx. 400/year.
- Enters receipts of dues/offerings/registrations to data base—approx. 4500 (online) and 550 (checks) = 5150/yr.
- Records Deposits – approximately 550 individual checks/year.
- Reconciles and post online payments Authorize.net/First ACH –approx. 4500/year.
- Reconciles NAD interagency transactions.
- Accounts Receivable – monthly interagency and approx. 100 invoices/year.
- Accounts Payable—Monthly interagency.
- Reconcile Bank accounts—2 main bank accounts and 6 secondary bank/money market accounts.
- Run & post monthly financial statement for VP Finance.
- Coordinate with office staff on weekly basis.
- Coordinate with auditor.
- Performs other duties as assigned by supervisor.

EDUCATION/EXPERIENCE/CREDENTIALS: Associate's (AA/AS) degree including courses in accounting. Appropriate successful work experience may be acceptable in lieu of scholastic requirements. Accounting experience in a denominational business office helpful. One to two years of successful office experience are needed to gain the skills and knowledge required to perform job duties.

KNOWLEDGE AND SKILL: Knowledge of principles, policies and beliefs of the General Conference, North American Division, and the Seventh-day Adventist Church. Must exhibit extensive initiative; works with minimal supervision. Adaptable and able to evaluate priorities. Ability to perform office and support duties with speed and accuracy. Must be creative in the handling of office affairs, both regular and special. Requires well developed knowledge of church employment policies and practices. Knowledge of up-to-date office procedures such as filing, telephone techniques, office equipment (including Word Perfect and Excel computer skills), and English usage (spelling, grammar, punctuation, etc.). Position requires keyboard speed with high accuracy. Must be able to facilitate good communications among departmental staff and other departments.

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

Thursday, February 6, 2020 @ 11:00 a.m.