

# 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—AACU (2-year assignment)

**DEPARTMENT:** Treasury (NAD/TRE)

**SUPERVISOR:** Treasurer/CFO

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

**LOCATION:** NAD Headquarters (Columbia, MD)

**POSITION SUMMARY:** This Accountant—AACU position is based upon an Employment Agreement for a 2-year period from date of assignment. The position supports the Association of Adventist Colleges and Universities (AACU) Certification Program initiatives by managing and overseeing bank accounts and specific transactions with vendors and colleges. Additionally, this position will complete administrative and operation functions, including general accounting and reconciliations, reporting, program and metric tracking, financial data entry, and supporting the NAD leadership. Responsible for attending meetings with the various colleges and universities and providing financial analysis/reports/deliverables. Additionally, supports the AACU Certificate program and the Treasury team with general accounting tasks.

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

### **ESSENTIAL JOB FUNCTIONS:**

- Manage cash inflows and outflows of the AACU-PSA and support the recording of the transactions within the general ledger.
- Maintain proper accounting and operational records to support accuracy and completeness of financial transactions, including reconciliations and sub-ledger details.
- Reconcile accounting records with student enrollment records and maintain accurate supporting documentation.
- Prepare and review monthly and quarterly financial statements and cash flow reports.
- Build Excel models that can be used for financial planning and analysis, based on specific inputs from management.
- Develop pro forma financial models, including:
  - Financial statements (P&L, B/S, and SOCF), revenue models
  - Budget analysis, reporting, and creation
  - Performance indicators and other metrics
- Present financial results in team meetings and to company leadership, as well as external parties.
- Oversees the scheduled closing process for accounts receivable.
- Other 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. At least five years direct accounting experience preferred. Accounting experience in a denominational business office helpful.

**KNOWLEDGE AND SKILL:** Knowledge of principles, policies and beliefs of the North American Division and the Seventh-day Adventist Church. Must exhibit extensive initiative; works with minimal supervision. Adaptable and able to evaluate priorities.

Understanding of accounting and finance, including financial statements, financial models, cash flow forecasts, trial balances and performing reconciliations. Strong mathematical and analytical skills. Proficient in Word, PowerPoint and should have intermediate level in Excel. Training in the use of or familiarity with the AASI proprietary accounting software platform. Flexibility and capacity to attend virtual client meetings,

depending on time zone. Self-starter and an ability to independently manage, proactively communicate, and ensure deliverable timetables are followed and met. Strong communication skills, written and verbal, with understanding of 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.

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If interested in the above position, please submit cover letter, resume, and completed NAD Employment Application to [jobs@nadadventist.org](mailto:jobs@nadadventist.org). Find the application on our website at [www.nadadventist.org/careers](http://www.nadadventist.org/careers).

**Position will remain available until filled.**

**Posted:**

**Friday, August 12, 2022**