

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: TRE (NAD-TRE)

SUPERVISOR: Sharon Mabena, Associate Treasurer

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

ESSENTIAL JOB FUNCTIONS:

- Assists with handling of accounts receivable - includes sending invoices, follow-up on past due amounts, checking of statements, and maintenance of vendor files.
- Receipts all cash and checks for the North American Division
- Deposits all receipted cash and checks and issues donation receipts.
- Prepares expense distributions for bills which have distribution to multiple departments.
- Enters daily posting of all NAD funds.
- Posts worker expense reports and initiates payments for workers with credit balances.
- Maintains neat and organized document files for checks, receipts, journal vouchers, and worker's reports.
- Maintains mailing lists for accounting areas, prints labels/envelopes and mails out reports to NAD departments and conferences, etc.
- Responds to a myriad of account inquiries from vendors and other church entities.
- Receipts NAD direct tithes and processes it through the remittance system.
- Performs other duties assigned.

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.

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

Tuesday, September 8, 2020 @ 5:30 p.m.