

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: Training & Implementation Specialist

DEPARTMENT: Adventist Church Treasury Solutions (NAD-ACTS)

SUPERVISOR: Associate Treasurer

REMUNERATION: Regular Full-Time (Exempt)

LOCATION: Columbia, MD

POSITION SUMMARY: Implementation and Training Specialist is responsible for the coordination of implementation and training of designated employees within the North American Division (NAD) who will be responsible for implementing the Adventist Accounting Software International (AASI), Adventist Personnel Program (APS), Church Treasury System (CTS), and School Treasury System (STS), and provide first-tier support for all Unions in NAD.

AUTHORITY, ACCOUNTABILITY: Work is varied and performed within a team context with limited supervision. Incumbent must work independently to meet established deadlines. Accountable to the Associate Treasurer.

ESSENTIAL JOB FUNCTIONS:

- Assists and coordinates the AASI, APS, CTS, and STS implementation schedule in the North American Division using well-developed knowledge of programming and applications development.
- Assists and conducts seminars for AASI, APS, CTS, and STS components as needed or requested by supervisor.
- Constant review of all features and functionalities of AASI, APS, CTS, and STS relying on knowledge of accounting procedures and technical scope of knowledge.
- Responsible for timely update of 1099 information for A/P module.
- Responsible for AASI, APS, CTS, and STS new releases.
- Responsible for timely update of tax tables for APS data items.
- Participates in the coordination of all phases of end-user procedure manual development for all components of AASI, APS, CTS, and STS, including but not limited to revising and editing of manuals and materials.
- Receives feedback/requests from users, communicates them to all related parties for proper action, follows up on them, and/or communicates the results to contributors.
- Maintains constant communication with users, including General Conference Auditing Services, and developers.
- In conjunction with Manager develops training material for AASI, APS, CTS, and STS users.

EDUCATION/EXPERIENCE/CREDENTIALS: Bachelor's (BA/BS) in Accounting or Business is required. Experience in computer-related field preferred. Graduate degree a plus. Knowledge of AASI and APS software preferred. Minimum of three to four years relevant successful experience is required to fulfill essential job functions.

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

November 2, 2021 @5:30 p.m

