POSITION SUMMARY: This entry level position involves working closely with the Treasury Team and the local church and school treasurers, including local church and school auditing, introduction to accounts payable, accounts receivable, church remittance, payroll, property management and financial reporting, in addition to other accounting and finance related duties.

AUTHORITY, ACCOUNTABILITY: Authority as delegated by the Vice President for Finance, and Associate & Assistant Treasurers. Work is performed with limited supervision. Follows policy guidelines, but the work requires the ability to carry out duties and meet deadlines independently.

ESSENTIAL JOB FUNCTIONS:
- Financial reviews for local churches and schools
- Introductory assistance with accounts payable, accounts receivable, church remittance, payroll, property management.
- Participates in a financial presentation to the executive committee
- Other accounting responsibilities and job duties, as assigned

SKILLS & SPECIAL REQUIREMENTS:
- A Seventh-day Adventist member in good standing
- Computer software knowledge: Microsoft Office Suite
- Completed two-years of college in Accounting/Finance; prefer students who have taken Intermediate Accounting
- Vehicle required for driving to local churches and schools
- Professional attire and demeanor required

APTITUDE & KNOWLEDGE:
- Good communication skills, written and verbal
- Positive “can do” attitude – honesty, loyalty, and humbleness are highly valued
- A team player
- Must exhibit initiative
- Ability to meet deadlines/appointments in a timely way
- Adaptable, able to evaluate priorities
- Maintains a high level of confidentiality

PHYSICAL REQUIREMENTS: Must be able to read, speak and hear. Must be able to effectively communicate in English both orally and in writing. Some standing, walking, bending, kneeling, carrying of light items, etc. required. Flexible works hours, may require evening and weekend work.

WAGE INFORMATION:
- $14.00 per hour; maximum 40 hours per week
- Overtime is not allowed
- Mileage reimbursement for travel at $0.41 per mile.
- Reimbursement for hotel and per diem, if an overnight stay is required.
- Dormitory housing provided, if needed.

HOW TO APPLY: Send resume to Kirsten.russell@wc.npuc.org