

Northern California Conference
Job Description

DATE:	January 2023	Title:	Accountant		
LOCATION:	Northern California Conference	Wage/Salary:	\$27.48 – 32.06		
STATUS:	Full-time/Regular (Hourly)	ERI Category:	19		
REPORTS TO:	Undertreasurer	FLSA Status:	Non-exempt	Step:	

SUMMARY: Under direct supervision, the accountant performs all Remittance and Account Receivables/Billing functions, in addition to Accounts Receivable/Accounts Payable, bank, and other reconciliations.

AUTHORITY/ACCOUNTABILITY: The accountant is primarily responsible to the Undertreasurer. The accountant will not supervise or oversee any other staff.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Prepares documentation relating to cash receipts and posting, and all correspondence concerning accounts receivable.
2. Processes monthly remittance, reconciles, distributes, and prepares reports.
3. Emails tithe and offering reports to administration, department directors, churches, and higher denominational organizations.
4. Utilizes and develops an understanding of software: Adventist Payroll System, Adventist Accounting System International, T-Value, Microsoft Suite, advanced Excel, and Jewel Church Accounting.
5. Processes monthly accounts receivable recurring entries.
6. Runs monthly billing for schools.
7. Runs billing on time payment discounts.
8. Assists with payroll and all employees' accounts receivable reconciliation.
9. Prepares and mails monthly statement to churches, schools, and organizations.
10. Reconciles multiple bank accounts.
11. Maintains and files with the state Unclaimed Property.
12. Prepares checks request for appropriations, subsidies, and grants.
13. Keeps track of Temporarily Restricted accounts and amounts.
14. Assists with 1099 Misc. reconciliation and filing.
15. Cross-trains in other treasury areas, including payroll.
16. Performs other duties as assigned by supervisor.

JOB REQUIREMENT:

This position requires strict confidentiality. The employee must abstain from releasing confidential information to individuals who are not authorized to receive information. This includes refraining from

accessing confidential information or discussing sensitive information with coworkers, friends, families, or other associates without a legitimate “need to know” and/or proper authorization. Follow documented protocols in transmitting confidential information.

JOB SPECIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability required, physical, and work environment.

Education and/or Experience

Bachelor’s degree (B.A.) from a four-year college or university desired. Related experience and/or training or equivalent combination of education and experience.

Contacts, Organizational Relationship:

Must possess the ability to deal tactfully and effectively with departmental personnel, conference employees, Adventist organizations, and outside individuals. Individual must remain calm under pressure and exhibit courtesy, diplomacy, and kindness always, in person, via email, and on the telephone.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the public.

Other Skills and Abilities

Excel is a key component of the application and features of our accounting and payroll software AASI.net and APS.net. **Intermediate Excel level knowledge is required.** Basic reasoning and problem-solving skills. Ability to prioritize and multi-task. **Must be organized and detail oriented.** Accounting education and experience are required. Ability to do basic research, including tax, accounting, California Labor Law, etc. Ability to work independently and maintain confidences.

*** * * Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**