Northern California Conference

**Job Description**

**DATE:** September 2022

**LOCATION:** Northern California Conference

**STATUS:** Full-time/Regular (Exempt)

**REPORTS TO:** Treasurer/Undertreasurer

**Title:** Associate Treasurer, Treasury/ Trust

**Wage/Salary:**

**ERI Category:**

**Percent:**

**SUMMARY:** Responsible for all Trust and Annuities Funds. Performs complex tax preparation, tax research, and tax planning. Contacts clients to resolve accounting and tax matters. Provides support to APS.net and AASI.net users. Assist with entities transition on AASI and provides training. Performs other related duties as assigned by supervisor.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

**Trust & annuities**

1. Responsible for all Trust, and Annuities Funds transactions and maintenance.
2. Prepares trust’s tax returns.
3. Processes trust cash position for investment or withdrawals as needed.
4. Prepares checks requests for trusts and annuities.
5. Prepares journals relating to Trust and Annuity.
6. Prepares matured trust distributions.
7. Recognizes, anticipates, and recommends resolutions of tax issues.
8. Maintains an updated knowledge of utilization of the following software: AASI.net, APS.net, AccuTrust, GoldMine, T-Value.
9. Prepares documentation relating to donations: IRS Form 8283, 8282, receipt and letters.
10. Prepares annuity reports and file with California Department of Insurance.
11. Prepares financial statements for trust and property funds and presents to governing board.
12. Reconciles maturities and makes necessary entries. Keeps maturities spreadsheet updated.
13. Reconciles various bank accounts such as Trust, Annuity, etc.
14. Reviews and signs legal documents pertaining to trusts, annuities.
15. Serves on the Trust Acceptance Committee and Trust and Property Management Committees.
16. Serves as secretary of NCC Investment Committee.
17. Responsible for year-end internal trust review.
18. Maintains Trust certification and CPA license current.

**Treasury**

1. Trains, supports, and mentors treasury staff and field users of AASI and APS.net software.
2. Develops and recommends more effective accounting procedures by analyzing current ones.
3. Serves as coordinator point of contact for operating and trust audits.
4. Maintains professional and technical knowledge by attending educational workshops or classes and reviewing professional publications.
5. Cross train to be a backup of treasury staff as needed.

**JOB REQUIREMENT:**

This position requires strict confidentiality. The employee must refrain from accessing confidential information not specifically required for his/her duties. The employee must refrain from releasing confidential information to individuals who are not authorized to receive information and from discussing sensitive information with coworkers, friends, family members, or other associates without a legitimate “need to know” and/or proper authorization. The employee must 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, and physical requirements necessary to perform the job.

**Education and/or Experience**

A bachelor’s in accounting, Finance or Business Administration degree is required. Planned Giving and Trust Services certification is required. CPA license, and five years of experience are desired. (Another equivalent combination of education and experience may be substituted.)

**Language Skills**

Must have excellent written and verbal communication skills, as well as the ability to listen carefully. Must possess the ability to read, analyze, and interpret documents, as well as the ability to respond effectively to very sensitive inquires or complaints.

**Computer Skills**

Advanced knowledge of office technology: and knowledge of applicable programs and software. The knowledge of AccuTrust, GoldMine AASI and APS.net are strongly desired.

**Reasoning Ability**

Must have advanced analytical and problem-solving skills. Must have the ability to prioritize and multi-task, must be detail oriented and organized. Must be able to work and interact with departments throughout the organization and possess the ability to work independently. Must be able to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Must possess the ability to deal with nonverbal symbolism and a variety of abstract and concrete variables.

**Other Skills and Abilities**

Must have working knowledge of tax code, tax regulations, GAAP, and denominational policies. Must possess the ability to effectively produce and present information in one-on-one or group situations to customers or committees. Must be able to relate to diverse groups of people (cultural, gender, age, etc.). Must be a team player and be able to work in a team-like environment. Must possess adaptability and demonstrate creative responses to setbacks and obstacles. Must show personal management and motivation to work toward goals. Must demonstrate group and interpersonal effectiveness, cooperativeness, and teamwork, and be able to negotiate disagreements. Must possess the ability to deal tactfully and effective with departmental personnel, Conference employees, others in Adventist organizations and outside individuals. Must remain calm under pressure and exhibit courtesy, diplomacy, and kindness always, both in person and on the telephone. Must always exhibit ability to effectively handle confidential information/situations and maintain a high degree of loyalty and support for supervisor, department, Conference, and the Seventh-day Adventist Church. Regular attendance is required. Must be a member of the Seventh-day Adventist Church, in good standing

**Physical Demands**

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. This job requires the frequent use of keyboard and mouse. The employee must occasionally lift and/or move up to 30 pounds. (Assistance should be requested when lifting requirements exceed 30 pounds.) Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment**

The work environment is usually an office setting with a moderate noise level. Essential responsibilities are performed primarily in a sedentary and comfortable manner.

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