

Southeastern Conference of SDA



Career Opportunity Accountant / Auditor

Posted: September 6, 2018

MISSION STATEMENT: To reach the communities within Southeastern Conference (SEC) with the Christ-centered message of hope and wholeness.

TAGLINE: Sharing Hope, Restoring Wholeness

PRIMARY CUSTOMERS: Constituents of Southeastern Conference

JOB OVERVIEW

Company:	Southeastern Conference
Location:	Conference Office Mt. Dora
Base Scale:	Based on SDA Wage Scale
Classification:	Full-time
Industry:	Church Based Organization
Job Type:	Accounting/Finance
Req'd Education:	Bachelors' degree in accounting (B.Acc.) or Bachelors' degree in business (BBA) with a concentration in accounting
Req'd Experience:	At least 5 to 6 year(s) of Accounting required

GENERAL SUMMARY:

We are currently seeking an experienced and knowledgeable person to serve as Accountant/Auditor for Southeastern Conference. Provide accounting and auditing, support services to Treasury Department and local churches and schools within Southeastern Conference. This position protects the assets of Southeastern Conference by ensuring compliance with internal control procedures and regulations. The Accountant/Auditor position requires the ability to work within prescribed guidelines and to exercise good judgment.

Prepares special audit and control reports by collecting, analyzing, and summarizing operating information and trends. Complies with federal, state, and local security legal requirements by studying existing and new security legislation; enforcing adherence to requirements; advising management on needed actions.

Assist with the planning, coordination and preparation for interim and annual independent financial audit and associated annual/quarterly reporting package. Maintain financial record retention and filing system. Specific duties include, but are not limited to, the following: provide training to local church and school treasurers; prepare written audit reports; prepare monthly account and bank reconciliations; other office accounting functions as necessary.

EDUCATION AND TRAINING REQUIRED:

Required Bachelor's degree in accounting (B.Acc.) or Bachelors' degree in business (BBA) with a concentration in accounting. Further education may be needed to meet certification requirement. Five(5) to six(6) or more years' applicable accounting experience is required to perform job duties. Strong accounting and analytical skills are preferred.

POSITION QUALIFICATIONS:

- Know and understand the procedures regarding Statements of Financial Accounting Standards (SFAS Rules)
- A strong aptitude for math and accounting
- A keen interest in the financial system
- Self-motivation, determination, and confidence
- Ability to work deadlines under pressure
- Ability to successfully manage, prioritize and coordinate multiple projects, many with tight deadlines
- Ability to meet deadlines and perform all job duties with minimum supervision
- Meticulous attention to detail
- Experience with accounting software
- Excellent problem-solving skills
- Ability to work on your own initiative and as part of a team
- Excellent interpersonal and communication skills, including good presentation and report writing skills
- Ability to perform office duties with high accuracy and acceptable speed
- Ability to foster communication among departmental staff, employees from other departments and outside personnel
- Knowledge and proven skills in (office procedures and equipment such as computer software (e.g., Word for Windows; Excel spreadsheets, Access database), data entry, filing.)
- Qualified applicants must be able to pass a background check
- Must be a baptized member of a church in the SEC constituency or be willing to transfer membership.

To apply for this job opportunity

Please submit your Resume/Curriculum Vitae, along with a cover letter, to:

**Dr. Nicola McClymont-Stoddart, Human Resources Director
Southeastern Conference of Seventh-day Adventist
Mount Dora, Florida 32757
or send via E-mail to: nmcclymont@secsda.org**

THE SOUTHEASTERN CONFERENCE OF SEVENTH-DAY ADVENTISTS IS A CHRISTIAN FACILITY. ALL EMPLOYEES ARE EXPECTED TO POSSESS CERTAIN CHARACTERISTICS AND QUALIFICATIONS AND TO COMPLY WITH THE POLICIES, RULES, AND PROCEDURES OF THE ORGANIZATION