



Career Opportunity

Assistant Treasurer

Controller Responsibilities

Location:	Conference Office - Decatur, Georgia
Classification:	Full-Time, Exempt
Compensation:	Assistant Treasurer Wage Scale (78%-99%, based on applicable experience; progression up to 102%)
Department:	Treasury / Accounting
Reports To:	Chief Financial Officer (CFO)

Mission Statement

To empower and encourage every member to know Jesus and experience the Joy of salvation.

Tagline: Proclaiming the Gospel - Come Experience the Joy of Salvation!

Position Overview

The South Atlantic Conference of Seventh-day Adventists is seeking a qualified, experienced, and spiritually grounded Assistant Treasurer to serve with Controller responsibilities. The Assistant Treasurer is responsible for the day-to-day financial management and oversight of the South Atlantic Conference Operating Fund and Plant Fund and works closely with the Chief Financial Officer and Treasury team to ensure financial activity is accurately recorded, reconciled, reported, and managed in accordance with Conference policies and procedures.

Key Responsibilities

- Manage and monitor the Conference Operating Fund and related bank accounts.
- Oversee financial transactions associated with the Operating Fund and ensure transactions are properly recorded and classified.
- Prepare and maintain financial reports for both the Operating Fund and Plant Fund.
- Complete and/or oversee monthly bank reconciliations and ensure outstanding items are researched and resolved in a timely manner.
- Allocate approved budgets to departments and monitor budget activity throughout the year.
- Review and release restricted income to the appropriate departments or funds.
- Review general ledger activity and research and resolve discrepancies as needed.
- Manage the annual audit preparation checklist and coordinate with the Treasury team to ensure schedules, reconciliations, supporting documentation, and other requested items are completed and available for the auditors.
- Process month-end and year-end closing processes and financial statement preparation.
- Assist with financial analysis, budgeting, reporting, and other Treasury responsibilities as needed.
- Help maintain strong internal controls and consistent financial processes throughout the Conference.

Education & Experience Requirements

- Bachelor's degree in Accounting or a related field required.
- Minimum of 5+ years of experience using AASI (Adventist Accounting Systems International) required.
- Experience managing the full accounting cycle, including journal entries, reconciliations, month-end and year-end close, and general ledger review.
- Experience preparing and analyzing financial statements and management reports.
- Experience managing and coordinating the annual audit preparation process, including supporting schedules and auditor requests.

- Experience with budgeting, bank account management, restricted funds, internal controls, and financial analysis preferred.

Confidentiality & Professional Discretion

Given the nature and level of responsibility associated with this position, confidentiality and professional discretion are of utmost importance. The Assistant Treasurer will be entrusted with sensitive financial, banking, employee, and organizational information and is expected to maintain the highest level of confidentiality at all times. Information should only be shared with individuals who are authorized and have a legitimate business need to receive it.

Required Knowledge, Skills & Abilities

- Strong knowledge of accounting principles, financial reporting, reconciliations, and internal controls.
- Advanced proficiency with AASI and related accounting processes.
- Excellent analytical, organizational, and problem-solving skills.
- Ability to manage multiple deadlines and maintain accuracy in a fast-paced environment.
- Strong written and verbal communication skills.
- Ability to work collaboratively with executives, department leaders, auditors, bankers, pastors, employees, and vendors.
- High level of integrity, confidentiality, professional judgment, and discretion.

Compensation & Benefits

The Assistant Treasurer pay scale ranges from 78% to 99% of the applicable remuneration factor, with initial placement based on applicable years of experience. The position provides opportunity for continued progression, with a maximum of 102%.

- Auto Insurance Subsidy: \$700 per six-month policy period, with coverage meeting NAD policy standards.
- ERI: \$573.
- Cell Phone Subsidy: \$50.
- Tuition Assistance: Tuition subsidy for eligible dependents attending accredited Seventh-day Adventist K-16 schools.
- Conference standard employee benefit package.

Employment Qualifications

- Must be a baptized member of a Seventh-day Adventist Church or willing to transfer membership.
- Must be legally authorized to work in the United States.
- Must successfully complete required background screening.

How to Apply

Submit Resume and Cover Letter to:

James Lamb, Human Resources Director
 Merkita Mosley, Chief Financial Officer
 South Atlantic Conference of Seventh-day Adventists
 3978 Memorial Drive
 Decatur, Georgia 30032
 Email: jlamb@sacsda.org | mmosley@sacsda.org