



Seventh-day Adventist® Church

IOWA-MISSOURI
CONFERENCE

Job Description

Position Title:	Assistant Treasurer
Department/Location:	Treasury, Iowa-Missouri Conference Office
Immediate Supervisor:	Treasurer
Status:	Full-time Exempt (Administrative)
Wage Scale:	Assistant Treasurer, 87–99%
Date:	February 1, 2025

Job Summary:

The Assistant Treasurer is a vital part of the treasury team that is responsible for the day-to-day operations which include the general ledger and payroll systems for the Iowa-Missouri Conference. They are to be professional in all that they do and display a keen understanding and practice of ethical standards.

Essential Duties and Responsibilities:

Responsible for daily operations in the treasury department which may include the following:

- Answer and assist with payroll and treasury phone calls, letters and e-mails
- Maintains confidentiality
- Processes operating cash receipts
- Process operating accounts payable
- Assist with HR and employee onboarding
- Process payroll
- Prepare and process payroll tax reporting to government agencies
- Process church and school billings
- Reconcile and track employee, church and school accounts receivable
- Creates and processes monthly journal vouchers
- Assists with month end procedures including tracking and releasing restricted funds
- Responsible for monthly general ledger and bank reconciliations
- Responsible for monthly closing of remittances
- Performs monthly ledger closing and produces timely financial statements
- Sends departmental budgets compared to actuals to designated individuals
- Sends monthly financial statements to designated individuals
- Process year-end payroll summaries, W-2's, 1099's, create electronic files and submit to Social Security/US Treasury Department and local states
- Close the year-end statement with all appropriate entries being made (retirement accrual, vacation accrual, prepaid expenses, etc.)
- Prepares and uploads audit files for the conference audit and all related schedules
- Work with General Conference Auditing Service (GCAS) during the conference audit
- Member of the Finance Committee and an invitee to the Executive Committee and Audit Committee
- Systematic notices to churches and schools that are in arrears on their payments to the conference
- Prepare statements and materials for finance, executive and investment committees

JOB DESCRIPTION—Assistant Treasurer

Performance Factors

The following performance factors are used during the annual review process to determine if the employee is meeting job expectations:

- Attendance and punctuality: The employee should be dependable to be available and attend necessary meetings and arrive on time at planned events and activities. Employee can be depended upon to complete work in a timely, accurate, and in a thorough manner as well as conscientious about assignments.
- The employee communicates effectively both verbally and in writing with supervisors, colleagues, volunteers, members and all visitors in the office.
- Wearing the armor of the “fruits of the spirit”, the employee exhibits a professional manner in dealing with others and maintains constructive working relationships.
- The employee works to maintain the department budget.
- The employee commits to being a life-long learner and sets measurable goals (short-and-long-term) for both personal and professional growth and development.

Qualifications/Requirements

- Be willing to relocate to the Des Moines area of Iowa.
- Must be a member in regular standing of the Seventh-day Adventist Church.
- Faithfully returns tithe to the Iowa-Missouri Conference.
- Education—BA degree in a Business, Finance, Accountancy, or related field required. Advanced degree is preferred.
- Experience:
 - Innovative thinker with a track record for translating strategic thinking into action plans.
 - Excellent judgment and creative problem-solving skills, including negotiation and conflict resolution skills.
 - Ability to make decisions in a changing environment and anticipate future needs.
 - Excellent and persuasive communicator.
 - Exceptional written, oral, interpersonal and presentation skills and the ability to effectively interface with all levels of the organization, including senior management, local school/church leaders, volunteers and members.
- Competencies (*skills and personal characteristics that an individual should possess to be successful in this position*)
 - Detail oriented
 - Ability to meet demanding deadlines
 - Planning/organizing
 - Analytical
 - Problem solving
 - Job motivation/initiative
 - Time management
 - Enthusiastic
 - Creative
 - Life-long learner

JOB DESCRIPTION—Assistant Treasurer

Typical Physical Demands

While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, see, walk, bend, kneel, reach (*into file cabinets for example*) and may occasionally lift up to 25 pounds and carry items for short distances. Employees work at a desk, using a computer, keyboard and mouse for extended periods of time. Must be able to type and create/view/read/modify information and documents on a computer screen. The employee is frequently required to use stairs and may be required to drive/operate a vehicle to attend offsite meetings and events throughout the Iowa-Missouri Conference. Must be able to effectively communicate in English both orally and in writing.

The physical demands described here are representative of those that an employee successfully perform the essential functions of this job. Reasonable accommodation can be provided for individuals with disabilities.

Working Conditions

A well-lighted and ventilated office environment is conducive to an excellent work environment. There may be occasional times at which it is required to work throughout the Iowa-Missouri Conference.

The Treasury Assistant Treasurer position requires great flexibility in hours available for work, including evenings and weekends. The position is a full-time, salaried position. However, while salary is based upon a “projected” 38 hours per week, the actual number of hours required during any given week are those needed to fulfill the responsibilities of the position.

Furthermore, it is recognized that the schedule may vary at various times of the year.

It is therefore understood that the Assistant Treasurer shall:

- Keep your direct supervisor and conference informed as to how you can be contacted.
- In the case of extended time away from the office, arrange to receive messages and respond in the event that it is urgent.
- Be familiar with and follow the guidelines set forth in the Employee Handbook.

Please Note: The statements found in this job description are meant to describe the overall general nature and level of the work performed by an employee functioning in this position. The tasks, duties, responsibilities, functions, skills, talents, etc. outlined in the description are not an exhaustive list and should not be construed as such. The Iowa-Missouri Conference Administration reserves the right to modify this job description as/when needed to fulfill the mission of the Conference.

All employees are expected to uphold the values of the Iowa-Missouri Conference of Seventh-day Adventists. Employees are missionaries, demonstrating a desire and a commitment to sharing the love of Christ. Every act should be recognized as a way to witness.

Acknowledgements

I have fully read and understand my job description. I intend to perform the duties and responsibilities to the best of my ability and will seek guidance and clarification from my direct supervisor if I have questions. I know of no reason that would inhibit me to fully comply with the tasks and responsibilities, including the physical demands, as outlined in this job description.

Signature

Date