



Job Description

Position Title: Treasurer
Supervisor: Iowa-Missouri Conference in Constituency session;
Iowa-Missouri Conference Executive Committee
Wage Scale: 95-104% range, per Denominational Wage Scale,
Date: October 6, 2025

Mission

To reach Iowa-Missouri, North America, and the world with the distinctive, Christ-centered Seventh-day Adventist message of Hope and Wholeness.

Job Summary

The Treasurer of the Iowa-Missouri Conference of Seventh-day Adventists shall serve as one of the officers of the Conference and supervise and direct, in counsel with the President and Executive Secretary, the financial affairs of all aspects of the church within the Conference.

Duties & Responsibilities

1. Work alongside the President and Executive Secretary to guide and oversee the business operations of the Iowa-Missouri Conference.
2. Be responsible for all Conference funds and disburse them in harmony with the denominational policies and actions of the Conference Executive Committee.
3. Keep the President and Executive Secretary informed regarding all financial interests, including those relating to Conference institutions.
4. Prepare an annual operating budget in consultation with the President and the Executive Secretary and oversee the disbursement of funds in accordance with established policies.
5. Oversee the monthly preparation of the financial statement to be presented to the Conference Executive Committee, giving an ongoing picture of the financial position of the Conference.
6. Provides up-to-date financial information relevant to the Conference as needed by officers, departmental directors, committees, local churches, schools, and other Conference organizations involved in Conference financial matters and planning.
7. Oversee the work of the Assistant Treasurers and the treasury department: payroll, accounts receivable, accounts payable, receipting, data processing, etc.
8. Oversee Human Resources and Risk Management in partnership with the Executive Secretary.

9. Be responsible for the preparation of monthly statements and other financial reports as may be required.
10. Affix the signature of this Conference to all papers and instruments, in writing, that may require the same.
11. Inform the field regarding financial policies.
12. Responsible for the following: auditing, local church reviews, and purchasing.
13. Fulfill special assignments at the request of the President and Executive Secretary or the Conference Executive Committee.
14. Serve as a member on the following Conference boards/committees: Executive Committee, Administration (ADCOM), Board of Education, Sunnyside Adventist Academy Executive Committee, Sunnyside Academy Board, Sunnyside Financial Committee, Rotating Member Mid-America Union.
15. Provide a written and verbal report to the delegates of the regular session of this Conference.
16. Preside at the Conference Executive Committee in the absence of the President or Executive Secretary.
17. Serve as the treasurer of the Conference Association Board.
18. Other duties as necessary or assigned by the Conference Executive Committee.
19. Works collaboratively with colleagues, fostering a spirit of partnership and shared responsibility rather than relying on positional authority.

Qualifications

- Must have an expressed commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, be a Seventh-day Adventist church member in regular standing, and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.
- Prefer a Master of Business Administration, Accounting or similar, Bachelor's degree required.
- Prefer 3-5 years of directly applicable experience.
- Experience in developing and implementing an organizational plan, strategic and long-range goals, and monitoring organizational financial performance.
- Must have exceptional people skills and be able to relate positively and effectively with the public.
- Must be able to communicate complex ideas in both public and private settings clearly.
- Must demonstrate a willingness to work cooperatively with Conference administration and personnel.

Typical Physical Demands

Must be able to read, speak, and hear. Must be able to effectively communicate in English both orally and in writing. While performing the duties of this job, the employee is regularly required to stand, sit, talk, hear, walk, bend, kneel, and lift. The employee is frequently required to use stairs and drive/operate a vehicle.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Working Conditions

The Treasurer works out of a well-lighted and ventilated office; however, the individual will spend some time working around the Conference throughout Iowa and Missouri.

The Treasurer position requires great flexibility in hours available for work, including evenings and weekends. The position is a full-time, salaried position. It is recognized that the schedule may vary at different times of the year. It is therefore understood that the Treasurer shall:

- Keep the Conference informed as to how they can be contacted.
- Notify fellow officers in the event of an unforeseen and untimely absence from regularly scheduled events or meetings.
- In the case of extended time away from the office arrange to receive messages.
- Be familiar with and operate within 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 is 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 in order to fulfill the mission of the Conference.*

Signature

Date