



JOB DESCRIPTION

POSITION TITLE: Junior Accountant
(Accounts payable/Accounts Receivable)

DATE: August 26, 2024

DEPARTMENT: Treasury

REPORTS

TO: Associate Treasurer

CLASSIFICATION: Non-Exempt, Full- time,
38 hours per week SOC43-3031 HF52

Hourly Wage: \$27.96-\$32.27

POSITION SUMMARY

Support the Southern California Conference in fulfilling its vision of Embracing Community in Christ and its mission to exalt Christ by serving its diverse communities through networked and creatively engaged churches and schools. Embody the organization's values of integrity with transparency, engagement, stewardship, unity in diversity, and relationships and team.

Process accounts payable, cash receipting and general accounting processes.

ESSENTIAL FUNCTIONS

1. Regular attendance.
2. **Accounts Payable** - Process all invoices for payment, to include:
 - a. Review for proper documentation and authorization. Promptly follow up with internal and external customers on missing information.
 - b. Enter invoices into the accounting system for payment.
 - c. Prepare payments to vendors, employees, entities, etc.
 - d. Review statements from vendors and resolve discrepancies.
3. **Accounts Receivable/Cashiering**
 - a. Identify payment source and apply to appropriate account
 - b. Enter daily receipts in journal.
 - c. Prepare and process deposits
 - d. Maintain receipt filing.
 - e. Issue and mail donor receipts.
 - f. Balance and maintain petty cash.

4. General Ledger

- a. Assist with creation of journal entries into General Ledger.
- b. Assist with monthly account reconciliations as needed.

5. General duties

- a. Establish and maintain electronic and hardcopy files and records appropriately.
 - b. Assist with office functions and activities as needed.
 - c. Work on other projects as assigned
6. Comply with policies and procedures of Southern California Conference, including but not limited to those in the employee handbook, and the North American Division Working Policy.
 7. Perform other duties as assigned.
 8. Assist to other offices when needed under Treasurer's direction.

REQUIRED QUALIFICATIONS

To perform this job, the individual must:

- Perform each essential duty and responsibility satisfactorily, and
- Be a member of the Seventh-day Adventist Church in good standing, and
- Meet the requirements listed below.

Education and Experience

Associate degree (AS) in accounting or business or related field from a recognized college or university is required. Bachelor's degree is preferred. At least 3 years related experience is preferred.

Competencies

- Ability to read, analyze and interpret basic accounting documents.
- Able to apply basic mathematics knowledge (addition, subtraction, multiplication, division, and percentages).
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to write general correspondence.
- Accuracy on 10-key data entry.
- Computer literacy and familiarity with accounting software and Microsoft Suite (Outlook, Word, Excel, PowerPoint).
- Ability to communicate professionally and courteously with internal and external customers.

- Ability to maintain strict confidentiality of privileged information.
- Attention to detail and commitment to accuracy.
- Work under pressure, ability to multitask, good organizational skills, ability to meet deadlines.
- Ability to work with diverse groups.
- Ability to function as a team player.

Personality Traits

Professional, flexible, tactful and discreet, approachable, proactive, dependable, pleasant, positive attitude.

Certificates, Licenses, Registrations

Valid driver's license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee may be required to do the following for prolonged or significant periods: sit, stand; walk; use hands and fingers; reach with arms; talk; and hear. The employee is occasionally required to climb, balance, stoop, and kneel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distant, color, peripheral vision and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate. Extended hours and travel may occasionally be required.

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