



Oregon Conference of Seventh-day Adventists

Position: Auditor

Employment Category: Part-time, Non-exempt

Department: Treasury

Work Location: Various Conference-wide

Reports to: Head Auditor

Date: Posted 1/20/17, open immediately

Job Overview: Works with the auditing team to audit financial records of churches and schools within the Oregon Conference. The auditing function includes a broad overview of the financial matters of the church or school, as well as focused evaluation of practices and procedures in certain key areas, such as internal control. The auditor also is a resource for local treasurers and may need to answer questions about accounting procedures or Conference policy.

Responsibilities: The auditor's responsibilities include, but are not limited to the following:

- Reviewing school or church board minutes to ensure that proper record-keeping is occurring and following up on matters listed in the minutes that impact the school's or church's finances.
- Reviewing financial reports to confirm that all school and church funds are being reported, that the board is regularly reviewing financial reports, and to note any significant items reflected on the financial reports.
- Confirming that internal controls are being followed at the church or school, records are secured, and appropriate backups of records are made.
- Reviewing how cash and non-cash charitable donations are receipted and records of donations are kept. Confirming that monthly offerings are regularly remitted to the Conference and that restricted donations are being handled properly.
- Analyzing banking accounts and confirming that bank reconciliations are performed monthly. Verifying that bank reconciliation balances agree with account and financial reports. Confirming procedures for who has authority to sign on bank accounts and procedures for paying invoices.
- Confirming that security measures for the real property and physical property at a location are being followed, such as keeping record of who holds keys to the building and an up-to-date inventory of major equipment.
- Auditing other areas of church and school practices to make sure that legal obligations are met and Conference policies are being followed.
- Acting as a resource for local treasurers, including answering questions, advising about appropriate accounting practices, and being present at treasurer training meetings. The auditor also needs to be present at auditor team meetings when scheduled by the head auditor or the Treasury Department.

Skills: The auditor will need to be comfortable using accounting software and have experience with Jewel. Ability to use Microsoft Office programs also is required. Being bi-lingual in English and Spanish is desirable.

Education: A four-year college degree is preferred and prior auditing or accounting experience is required.

Compensation: The auditor is responsible for reporting hours to the Conference each payroll period, but because auditing work fluctuates throughout the year, the auditor will be paid a flat wage amount of approximately \$400 to \$825 per month depending on the size of the district. Audits occur at the church or school being audited, so the auditor must have his or her own transportation and be willing to travel. Travel expenses are reimbursed in accordance with Conference policy.

Other: The Oregon Conference hires Seventh-day Adventist Church members in regular standing based on religious preferences permitted by the United States Constitution and controlling law.

General Employment Applications are available on the Oregon Conference website under the **Employment** tab. A completed General Employment Application, cover letter, and resumé should be returned to the Conference at:

**Oregon Conference
Attn: Human Resources Department
19800 Oatfield Road
Gladstone, OR 97027**