



## Oregon Conference of Seventh-day Adventists

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**Position:** Assistant Treasurer

**Employment Category:** Full-time, exempt

**Department:** Treasury

**Work Location:** Gladstone, Oregon

**Reports to:** Associate Treasurer

**Date:** posted April 2018; open immediately

**Job Overview:** The Assistant Treasurer will be exposed to all treasury functions of the Oregon Conference.

**Initial Responsibilities:** The Assistant Treasurer responsibilities include, but are not limited to:

- Process monthly worker's reports
- Oversee monthly payroll processing
- Prepare monthly payroll related payments
- Work with the Associate Treasurer to develop electronic document submission
- Compile and prepare Conference deposits
- Perform other duties as required or assigned

**Qualifications:** Applicants must have an expressed commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church, and be a member of the SDA Church in regular standing. The Assistant Treasurer must have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.

Applicants must have knowledge of the church organization structure, and must possess the ability to develop long and short-term plans/programs to effectively evaluate work accomplishments. This employee must be able to establish and maintain professional and effective relationships with personnel and have ability to effectively present facts/recommendations in oral/written form. The Assistant Treasurer must be results-oriented while maintaining a service-oriented philosophy.

Additional qualities include the following:

- Practice confidentiality of information at all times
- Possess good communication skills
- Possess adequate working knowledge of General Accepted Accounting Principles (GAAP)
- Possess working knowledge of policy and procedures of the Seventh-day Adventist Church as related to general operating and personnel
- Possess the ability to read, write, and speak English fluently
- Possess knowledge of purchasing practices and procedures
- Possess strong computer skills in various areas, including MS Office, PowerPoint, and others.

**Education/Experience:** A Bachelor's degree is required, preferably in Accounting or Business. Directly applicable experience, including in a supervisory role, may be accepted in lieu of scholastic achievements. Previous experience in accounting, business, and management is required.

**Employment Conditions:** The majority of the Assistant Treasurer's time will be spent at their desk and working at a computer, but some lifting and moving of supplies and equipment may be required (generally less than 25 pounds). The Assistant Treasurer must have their own transportation and be able to make trips to the bank as needed or requested.

**Compensation:** Compensation will be commensurate with experience and within the NAD working policy. This position includes benefits, such as medical, dental, vision, holidays, vacation, sick leave, and defined contribution plan participation (including employer contributions). Travel expenses will be reimbursed in accordance with Conference policy.

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

To apply, please submit a cover letter, completed General Employment Application, and resume. The General Employment Application is available at [www.oregonconference.org/employment-home](http://www.oregonconference.org/employment-home). Application materials may be submitted via mail, or electronically.

**Mail:** Oregon Conference of SDA, Attn: Human Resources  
19800 Oatfield Road  
Gladstone, OR 97027

**Email:** [keri.self@oc.npuc.org](mailto:keri.self@oc.npuc.org)

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