



Seventh-day Adventist Church BERMUDA CONFERENCE

Bermuda Conference of Seventh-day Adventists requires an **Assistant Treasurer** to serve as the Accountant of the Conference. Reporting to the Conference Treasurer, this position will join a team of individuals geared to ensuring that all accounting, payroll, financial statement reporting, church reporting and inter-entity transactions are done in an accurate and timely manner for the Conference, Adventist Book Center (ABC) and Bermuda Institute (BI).

Responsibilities include, but are not limited to:

- Payroll - Process monthly payroll for all employees of the Bermuda Conference and those locally funded entities such as the ABC; prepare expense reports and all payroll deductions and forwards to appropriate entities.
- Accounts Receivable - Bill churches for payroll, insurance, and miscellaneous charges; follow up on delinquent accounts and disputed items.
- Accounts Payable - Pay the bills of the Conference, Government taxes, Insurance payments etc. together with all functions related to the accounts payable process including reconciliations and all other analysis; adept at taking advantage of discount dates and savings.
- Accounting - Perform and assist with all accounting functions of Bermuda Conference, BI and the ABC; prepare monthly financial statements; reconcile accounts and follow up on unusual items in financial statements; prepare annual inventory of equipment as part of the year end audit, responsible the maintenance and accounting of fixed asset registers.
- Banking and Investments – Manage and monitor cash flow needs and make recommendations for investment options.
- Remittance - Tithe and Offering - Enter monthly tithe and offering reports from all churches into accounting software and reconcile to source documents for completeness; prepare monthly remittance report to the Atlantic Union Conference (Union) and higher organizations; provide settlement to the Union as required; prepare monthly report and provide payment to BI for subsidies and offerings.
- Miscellaneous Duties - Prepare annual wage and benefits report; filing and archiving of accounting and compensation documents; assist Conference Treasurer; participate in local church/school Treasurer Training/Seminars; communicate with members and employees on various matters.
- Any other duties as requested.

The successful candidate should possess the following:

- Bachelor's degree in Accounting, Business Administration/Management, preferably a qualified accountant.
- Minimum of four (4) year's work experience in SDA denominational accounting.
- Experience in processing payroll and applying accounting principles to install and/or maintain operation of the total accounting system.
- Knowledgeable as to the reasons for, and the effect of, various accounting procedures.
- Excellent computing skills, including full MS Office Suite, and the ability to work with accounting software packages.
- Excellent communication skills and the ability to present financial statements clearly and concisely.
- Ability to multi-task, work on own and as part of a team.
- Ability to work efficiently under pressure, delivering accurate results to strict deadlines.

Applicants must be practicing members of the Seventh-day Adventist Church in good standing and model Christianity by upholding the faith and values of the Church

Please submit a detailed cover letter and résumé no later than **Friday, 30th July, 2021** to:

**Human Resources Department
Bermuda Conference of SDA
P.O. Box HM 1170, Hamilton HM EX
Email: info@bermudaconference.bm**