

Position: Assistant Treasurer and Staff Auditor

Department: Finance

Reports to: Vice President of Finance

Range: 78% –99%

Last Reviewed: 7/18/16

Class: Exempt FT

Summary

As full-time Assistant Treasurer and Staff Auditor, assist the Potomac Conference Corporation (PCC) in accomplishing its' mission to grow healthy, disciple-making churches. As a team of biblical servant leaders, PCC provides leadership, training and oversight to their network of disciples as together they share the gospel of Jesus. They value Christ-like stewards, practical creativity, helpful collaboration, grace-filled accountability, and transformational learners.

Essential Job Functions/Duties

- **A biblical servant leader** (*who (1) serves as an authentic follower of Jesus and His mission, (2) engages others in a life of holiness, and (3) takes the initiative to equip others for His mission and growth of His kingdom*) that will assist the conference in accomplishing its mission and vision by modeling its' values.
- **Meetings:**
 - Actively engage in monthly LEAD and Office Staff meetings.
 - Actively engage in Conference Blitz weekends.
 - January Pastor's Meeting – choose either North or South to attend.
 - Actively engage in Pastor/Teacher Convention.
- **Audits:**
 - Conduct audits for churches and schools
 - Assist in church remittance process
 - Conference church treasurer
 - Assist in training local church treasurers
 - Technical support for church account software (currently Jewel)
 - Process orders for Jewel software
 - Liaison for Finance department website and departmental newsletter information
 - Other duties as assigned

Education, Skills, and Experience

Four-year college (BA/BS) in Accounting or Business Administration. A proven track record of effective nonprofit accounting and business leadership, judgment, collaboration, learning, and character above reproach. Personally create annual spiritual growth and leadership development plans.

Credentials/Licenses/Certifications

- Professional certification in Accounting (CPA) desired
- Adherence to the minimum code of conduct set forth in the *Professional Baseline for Exempt Office Employees*
- Valid documentation of legal right to work in the United States
- Valid driver's license.
- Certificate of Completion, *Shield the Vulnerable*, Protect Children, Parts 1 & 2
- Criminal Background Check
- International employees (usually on R1 visa) from countries where English is not the primary language, must provide valid, *English as a Second Language* (ESL) certification in general communication skills, up to Level 6.

Work Environment

Employee will be required to do the following for prolonged or significant periods; 1) sit; 2) stand; 3) traverse stairs; 4) lift more than 10 lbs. Travel may be required and conditions of travel may be difficult. Salaried position requires working necessary hours to timely complete tasks assigned; 5) Ability to appropriately handle stress and interact with others is an essential function of this job.

Potomac Conference Corporation wishes for the successful candidate for this position to serve a minimum of four-years based on the level of training, investment, and the nature of this ministry. Nevertheless, the position remains at will and is subject to all terms and conditions of employment with the Conference.