

Position: **Accounting Clerk**
Employment Category: **Full-time, Non-Exempt (Hourly)**
Department: **Treasury**
Reports to: **Undertreasurer**
Work Location: **Oregon Conference Office, Gladstone, Oregon**
Submission Deadline: **Open Until Filled**

Job Overview: The Accounting Clerk will assist with multiple aspects of the Treasury department of the Oregon Conference. Primary responsibilities will be data entry related to accounts payable.

Responsibilities: The Accounting Clerk responsibilities include, but are not limited to the following duties and areas.

- Receive, reconcile, and record invoices and statements from vendors
- Receive and record check requests from other Conference departments
- Communicate with vendors as needed
- Reconcile corporate credit card statements
- Manage application of document retention policy
- Provide receipting function for a few local churches
- Other general office management duties (process mail, filing, etc.)
- Perform other duties as required or assigned.

Required Skills/Abilities: 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 Accounting Clerk 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 Accounting Clerk must be results-oriented while maintaining a service-oriented philosophy. Additional qualities include the following:

- Practice confidentiality of information at all times
- Possess strong computer skills and a desire to innovate and learn new programs as technology evolves
- 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
- Must be able to read, write, and speak English fluently
- Have knowledge of purchasing practices and procedures

Education/Experience: A Bachelor's degree in Accounting or Business is preferred. Directly applicable experience may be accepted in lieu of education. Previous experience in accounting and business is preferred.

Employment Conditions/Physical Requirements: The majority of the Accounting Clerk's time will be spent sitting at a desk, working at a computer or on the phone in an office setting. Some occasional lifting and moving of supplies and equipment will be necessary (generally less than 25 pounds).

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.

Compensation: This position has an hourly wage range from \$16.06 to \$21.69 an hour, depending on experience.

If you are interested in applying, please submit a completed General Employment Application, cover letter, and resume. The General Employment Application is available online: [Oregon Conference application](#).

This information may be sent to the following address:

Oregon Conference of SDA

Attn: Human Resources

19800 Oatfield Road

Gladstone, OR 97027

Or you may send your application via e-mail or fax to:

David.Perrin@oc.npuc.org

Fax: (503) 850-3405