



Seventh-day Adventist® Church

TEXAS CONFERENCE

JOB DESCRIPTION

LOCATION: Texas Conference of Seventh-day Adventist Headquarters
DEPARTMENT: Treasury
TITLE: Accountant
REPORTS TO: Undertreasurer
STATUS/RATE: Full-time; Non-Exempt

JOB SUMMARY: Accountant is responsible for maintaining accurate financial records, processing transactions, and supporting the organization's financial operations. This role involves preparing journal entries, reconciling accounts, managing receipts and payments, and assisting with month-end and year-end closing activities. The position also includes compliance tasks and financial reporting to ensure adherence to accounting standards and organizational policies.

KEY DUTIES AND RESPONSIBILITIES

Cash Management & Banking

- Create Cash Receipts Journals to reflect checks deposited into the bank account.
- Upload ACH payments, collections, and wire transfers to the bank.
- Serve as a backup for preparing bank deposits.
- Reconcile bank statements for Association and Operating Funds.

Journal Entries & Financial Recording

- Prepare monthly Journal Vouchers and adjust journal entries.
- Record quarterly interest and loan payments related to the Revolving Fund.
- Post income from various sources (Credit Cards, Square, PayPal, etc.).
- Prepare royalty transactions and draft monthly teacher cost allocations.
- Assist in the process of posting company credit card expenses and perform research and verification of receipts.
- Prepare 1099 forms for Conference, Churches, and Schools and report to Regulatory Entities.

Financial Analysis & Compliance

- Prepare, examine, and analyze accounting records, and reports for accuracy and compliance.
- Inspect account books and systems for efficiency and adherence to accepted accounting procedures.
- Collect and analyze data to detect deficient controls, duplicated effort, fraud, or non-compliance with regulations.
- Confer with company officials regarding financial and regulatory matters.

Closing & Reporting

- Assist with monthly and year-end closing of financial statements.
- Reconcile general ledger and subsidiary accounts.
- Review accounts for discrepancies and resolve differences.

Systems & Process Improvement

- Develop, implement, modify, and document recordkeeping and accounting systems using current technology.
- Recommend controls to ensure system reliability and data integrity.

QUALIFICATIONS

Spiritually:

- Must have an expressed commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church.
- Must be a Seventh-day Adventist church member in regular standing.
- Must have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.

Education & Skills:

- Bachelor's degree in accounting or finance.
- Good computer skills and proficiency in Microsoft Office Suite required.
- Must be able to write and speak English fluently, Spanish and/or other language skills preferable.
- Excellent analytical, organizational, and communication skills.
- Ability to manage multiple priorities and meet deadlines.

TYPICAL PHYSICAL DEMANDS & WORKING CONDITIONS

- It requires sitting, standing, bending, and reaching.
- Ability to lift to 25 pounds.
- Requires manual dexterity sufficient to operate standard office machines such as computers, copy machines, calculators, telephones, and other office equipment.
- Requires normal range of hearing and vision.
- Work is primarily performed in an indoor office environment.
- Position requires continuous workflow management and frequent communication by phone, email, and in person.
- Standard office hours are Monday through Thursday 8:00 am – 5:30 pm; occasional evening or weekend travel and meeting participation may be required.

ADDITIONAL REQUIREMENTS

- **Candidate must be legally authorized to work in the United States.**
- **Must successfully pass all required pre-employment screenings and verifications.**

WHY JOIN US?

Join a mission-driven organization dedicated to supporting the ministries of the Seventh-day Adventist Church throughout Texas. You'll work alongside a collaborative team, contribute to meaningful work that protects our churches and schools, and have opportunities for professional growth and development in risk management and administration.

This job posting is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all duties, responsibilities, and qualifications required. The Conference reserves the right to modify or assign other duties as business needs require.

APPLICATION PROCESS

To apply, please submit the following to Tatiana Meharry, Human Resources Director, hr@txsda.org:

1. [Completed Texas Conference Employment Application](#)
2. A resume with your contact information
3. Names and contact information of three individuals who can provide professional references.

PDF format preferred for all documents being submitted.

Note: Interviews may occur before the final resume due date, so prompt submission is encouraged.