



CENTRAL JAMAICA CONFERENCE

JOB DESCRIPTION

Job Title:	Auditor	Reports To:	Treasurer
Department:	Treasury	Classification:	Full-time
Date Prepared:	November 2023	Date Revised:	

Position Summary: Responsible for overseeing the audits of all entities in the Central Jamaica Conference. This includes churches, schools, community service programs, et cetera. Oversee all church and school audits in harmony with the IAD-FIOS guidelines. Each audit consists of a review with the treasurer in addition to written financial and observational reports which are also filed with the treasury department. Provide software training and support to treasurers. Supply year-end audit reports for the annual GCAS conference audit.

DUTIES & RESPONSIBILITIES

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Performs routine audit functions within the conference.
- Maintains audit files.
- Schedules audits and sends engagement letters to appropriate church officers.
- Reports audit results to local entity's treasurer, pastor, principal, and board as appropriate, through the FIOS software generated inspection report.
- Assigns and trains audit personnel in carrying out audits and assists in addressing issues as they surface.
- Responds expeditiously to the requests for emergency audits and assign personnel to assist or direct in these audits.
- Reports the results of all audits to the Treasurer upon completion.
- Responds effectively to requests for information regarding church treasury functions, including denominational policies, TAJ rules & regulations, and internal controls.

- Reports the audit results and coverage periods to the conference at the year-end.
- Supports conference-approved accounting software.
- Provides training for all entity treasurers, both one-on-one and in larger training venues.
- Maintains awareness of strategic objectives and operating plans to enable ongoing assessment of key business risk areas and emerging trends.
- Keeps abreast of emerging industry trends, legislation, regulatory requirements and technology and where relevant recommend initiatives to enhance risk alleviation and improved business performance.
- Establishes and maintains effective communication and working relationships with staff and members of the Conference community. Serves as a liaison and ambassador for the department with all stakeholders.
- Attends training to stay current on systems and programs relevant to the job.
- Attends department-level meetings as assigned.
- Manages and supports special projects as assigned.
- Performs other associated duties as assigned.

Supervision & Technical Responsibilities: This position does not directly supervise other employees.

QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

Education & Training:

- A Bachelor's degree in accounting or an equivalent business qualification.
- A member of the Institute of Chartered Accountants of Jamaica (ICAJ) would be an asset

Experience:

- Minimum of At least five (5) years' experience providing auditing services.

Knowledge Skills & Abilities:

- Expressed commitment to Jesus Christ, the teachings and mission of the Seventh-day Adventist Church; a Seventh-day Adventist church member in regular standing; and have a desire to serve in a cooperative, spiritually redemptive, and soul-winning atmosphere.
 - Good analytical, observational, listening, and mentoring skills.
 - Adequate working knowledge of Generally Accepted Accounting Principles
 - Knowledgeable of denominational policies and procedures of the Seventh-day Adventist Church
 - Previous auditing experience preferred.
 - Demonstrate knowledge of accounting practices, reporting requirements and insurance practices
 - Able to use the computer and demonstrate strong computer skills in various areas.
 - Software that may routinely be used includes Ecclesia7, FIOS, QuickBooks, Peach Tree, Adventist School Management (ASM) accounting software, and Microsoft Office.
 - Must own a reliable motor vehicle and hold a valid driver's license.
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OTHER WORK FACTORS

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Physical Demands: Requires sitting, standing, bending, and reaching. May require lifting up to 35 pounds. Requires manual dexterity sufficient to operate standard office machines such as computers, scanners, calculators, telephone, and other office equipment. Must be able to climb stairs without assistance. Requires normal range of hearing and vision.

Work Environment: While performing the duties of this job, the employee will work primarily in a typical office environment. Extensive travel required - must be able and willing to travel to entities throughout the conference.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

I am able to perform all functions of the job as explained on the job description Yes No . If no, please state reason _____

APPROVAL SIGNATURE

Employee:	Date:
Supervisor:	Date:
Department Manager:	Date:

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

FOR HR ONLY

Date received: _____

Received by: _____