



NEW JERSEY CONFERENCE OF SEVENTH-DAY ADVENTISTS

*2303 Brunswick Ave, Lawrenceville, NJ 08648 (609-802-0840

Job Description:

- Church and School Auditor
- Jewel and QuickBooks Support
- Adventist Risk Management Assistant

Job Qualifications:

- Bilingual in English and Spanish-preferred
- Knowledge and experience with Jewel Church Accounting System
- Knowledge in QuickBooks-preferred
- Ability to work independently
- Knowledge of business-level English, both verbal and written
- Associate or bachelor's degree in any field

Overview for Church and School Auditor:

- Performs audits within the conference of local churches and schools; reviews internal control, segregation of duties, the procedure to authorize transactions, adequate documentation, compliance with denominational working policies, accounting system, and other matters related to church/school accounting structure.
- Schedule audits and send engagement letters to church/school treasurer, principal, pastor, NJC education superintendent, and appropriate officers.
- Report audit results to the conference treasurer, church/school treasurer, pastors, principal, NJC education superintendent, church/school board, and appropriate officers.
- When possible, provide training for church and school treasurers through remote access, one-on-one, or groups.
- Other duties as needed concerning local audits or assigned by the conference treasurer.

Overview of Jewel and QuickBooks Support:

- Provides general support and assistance for Jewel and QuickBooks accounting systems to local church and school treasurers.
- Help treasurers (Schools or Churches) when they have issues with Jewel or QuickBooks. Help treasurers when problems occur during month-end closing, bank reconciliations, Adventist Giving importing, and other related matters.
- Help install the Jewel program for the treasurer's laptops or desktops.
- Support assistance through remote using the Splash Top application.
- Provide Jewel training.
- Coordinate with the Assistant Treasurer for possible errors in the monthly remittances report and contact the church treasurer if assistance is needed.
- Other duties as needed concerning support or assigned by the conference treasurer.

Overview of Adventist Risk Management Assistant:

- Process liability and properties claims.
- Add or delete conference and church properties from insurance (ARM).
- Add or delete conference and church's autos from insurance (ARM).
- Process certificate of insurance for churches, schools, and conference departments events.