



JOB DESCRIPTION

POSITION TITLE: Academy Treasurer

DATE: April 23, 2024

DEPARTMENT: Office of Education

REPORTS TO: OE/Principal

CLASSIFICATION: Exempt, Full-Time

LOCATION: San Gabriel Academy

SALARY RANGE: \$48,594.00 to \$77,454.00

POSITION SUMMARY

Support Southern California Conference in fulfilling its vision of Embracing Community in Christ and its mission to exalt Christ by serving its diverse communities through networked and creatively engaged churches and schools. Embody the organization's values of integrity with transparency, engagement, stewardship, unity in diversity, and relationships and team.

ESSENTIAL FUNCTIONS

1. Regular attendance.
2. Fiscal leader and adviser who provides sound financial guidance that assists the Administrative team in the decision-making process.
3. Financial manager who clearly understands economic resources and collaborates with Administration and Conference leadership in their management.
4. Manager of capital and financial assets who, through his/her fiscal leadership, is charged with the guardianship of these assets.
5. Communicator and collaborator who disseminates and articulates the financial status of the school; and
6. Complies with policies and procedures of Southern California Conference, including but not limited to those in the employee handbook, and the North American Division Working Policy.
7. Professional who adheres to established Christian professional and ethical standards.
8. Perform other duties as assigned.

REQUIRED QUALIFICATIONS

To perform this job, the individual must:

- Perform each essential function satisfactorily, and
- Be a member of the Seventh-day Adventist Church in good standing, and
- Possess a proven track record of effective leadership, judgment, collaboration, a learner and possess character above reproach, and
- Meet the requirements listed below.

Education and Experience

Undergraduate degree in business and finance from a recognized and accredited college or university is required. At least 3-5 years of experience in accounting and business management or a combination of academic qualifications and relevant work experience.

Competencies

- Good written and verbal communication skills in English (composition, spelling, and punctuation).
- Knowledge of Microsoft Office Suite (Outlook, Word, Excel, PowerPoint), Internet search engines, Adobe, and other computer and mobile applications for work.
- Ability to operate the Adventist Accounting Software International (AASI) program.
- Ability to maintain strict confidentiality of privileged information.
- Ability to perform simple arithmetic calculations.
- Ability to speak other languages desirable.
- High level of emotional and social intelligence.
- Strategic-thinking skills.
- Innovative and visionary.
- Results-driven to lead and motivate.
- Business acumen and financial management skills.
- Problem solving and analytical skills.
- Ability to prioritize, delegate, and oversee direct reports.
- Excellent communication skills and interpersonal skills.
- Build relationships and ability to relate to diverse peoples and cultures.
- Knowledge of relevant organizational regulations, policies, and procedures
- Strong verbal, written, and interpersonal and communications skills.
- Ability to relate and engage diverse peoples and cultures.
- Ability to function as a team player.
- Self-starter and able to work with minimal direct supervision.

Personality Traits

Professional, excellent work ethic, punctual, flexible, tactful, and discreet, approachable, proactive, dependable, pleasant, positive attitude, joyful spirit, good sense of humor, appropriate, decorous, and modest attire, high level of emotional intelligence,

Certificates, Licenses, Registrations

- Bachelor of Science/Arts degree; MA/MBA preferred.
- Citizenship and criminal clearance documents and a signed child abuse reporting statement

- Certification in CPR and First Aid procedures
- Valid driver's license.

PHYSICAL DEMANDS

While performing the duties of this job, the employee may be required to do the following for prolonged or significant periods: sit, stand; walk; use hands and fingers; reach with arms; talk; and hear. The employee is occasionally required to climb, balance, stoop, and kneel. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close, distant, color, peripheral vision, and ability to adjust focus.

WORK ENVIRONMENT

The noise level in the work environment is usually moderate. Extended hours and travel may occasionally be required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Please fill out the Southern California Conference job application found online:
scc.adventist.org.

Submit résumé, job application, and cover letter via email to: James P. Willis II, Associate Superintendent of Schools at:

jwillis@sccsda.org