



POSITION DESCRIPTION

Job Title: Assistant Treasurer #1

Report to: Secretary/Treasurer

FLSA Status: Exempt | Full-time | In-office

Remuneration Status: TBD

Location: Columbia Union Conference, 5427 Twin Knolls Road, Columbia, MD 21045

ABOUT THE COLUMBIA UNION CONFERENCE

Columbia Union Revolving Fund is a separate, nonprofit corporation affiliated with the Columbia Union Conference of the Seventh-day Adventist Church offering loans and investment opportunities to members and entities affiliated with the Columbia Union.

CURF shares the Seventh-day Adventist gospel mission and advances this mission through cost-effective financing for churches, schools, conferences, and other denominational entities within the eight-state territory served by the Columbia Union. CURF loans help Adventist entities in the Columbia Union grow their ministry through construction, acquisition, renovation, and other capital improvement projects, or to satisfy temporary operating capital requirements.

CURF raises the funds used in making loans by selling 90-Day Demand Promissory Notes only to members of and entities affiliated with the Adventist Church in the Columbia Union territory.

JOB SUMMARY

The Assistant Treasurer plays a pivotal role in the financial management and stewardship of our organization and affiliated entities within the Seventh-day Adventist Church. This position requires a blend of managerial skills, diverse accounting proficiency, and a commitment to upholding the principles and beliefs of the Seventh-day Adventist Church. The Assistant Treasurer will be responsible for a variety of tasks including data entry, preparation of GAAP financial statements, investment management, and training others in financial processes and procedures.

ESSENTIAL RESPONSIBILITIES

Duties may include, but are not limited to, the following:

1. Perform accurate and timely data entry of financial transactions into accounting systems.
2. Prepare and analyze GAAP-compliant financial statements for the organization.
3. Assist in the management and oversight of investments in accordance with organizational policies and objectives.
4. Provide training and guidance to staff on financial procedures and best practices.
5. Collaborate with other team members to ensure compliance with regulatory requirements and internal controls.
6. Assist in the development and implementation of financial policies, procedures, and strategies.
7. Participate in providing financial analysis to support decision-making.
8. Assist in preparing the offering circular during the annual registration period.
9. Maintain confidentiality and integrity in handling sensitive financial information.
10. Communicate effectively with Secretary/Treasurer, Noteholders, Borrowers, and team members.
11. Performs all other duties as assigned by the Secretary/Treasurer or CURF Board executive officers.

QUALIFICATIONS

- Bachelor's degree in Accounting. CPA certification is preferred but not required.
- Must pass the Series 63 exam and become a licensed securities agent within two years of the employment date.
- Proven experience in accounting and financial management, preferably in a nonprofit or religious organization.
- Strong understanding of Generally Accepted Accounting Principles (GAAP) and financial reporting standards.
- Proficiency in accounting software and Microsoft Office suite, particularly Excel.
- Excellent organizational, analytical, and problem-solving skills.
- Ability to work independently and collaboratively in a team environment.
- Effective communication and interpersonal skills, with the ability to interact with individuals at all levels.
- Demonstrated commitment to integrity, ethics, and confidentiality.
- Ability to manage multiple tasks and change priorities to meet deadlines.
- Strong leadership skills and the ability to assume leadership responsibilities in the absence of the Secretary/Treasurer.
- Experience in delegating tasks, managing teams, and fostering a collaborative work environment.
- Strong attention to detail and a faster learner.
- Limited travel required.
- Willingness to embrace and adhere to the principles, beliefs, and practices of the Seventh-day Adventist Church.

WORK ENVIRONMENT

Essential responsibilities are typically performed under sedentary office conditions. Tasks may involve some standing, walking, bending, kneeling, lifting, and carrying of light items with reasonable accommodation.

BENEFITS

- Comprehensive health, dental, and vision insurance.
- 401(k) plan with company matching.
- Opportunities for professional development and training.
- Vibrant and creative work environment.

HOW TO APPLY

Please submit your cover letter, resume and references to cnurse@columbiaunion.net.

The Columbia Union Revolving Fund, an affiliated entity of the Columbia Union Conference, is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive and supportive work environment.