

Southeastern Conference of SDA



Career Opportunity Junior Accountant - Payroll

Posted: December 6, 2021

MISSION STATEMENT: To reach the communities within Southeastern Conference (SEC) with the Christ-centered message of hope and wholeness.

TAGLINE: Sharing Hope, Restoring Wholeness

PRIMARY CUSTOMERS: Constituents of Southeastern Conference.

JOB OVERVIEW

Company:	Southeastern Conference
Location:	Conference Office Mt. Dora
Base Scale:	Based on SDA Wage Scale
Classification:	Full-time
Industry:	Church Based Organization
Job Type:	Junior Accountant - Payroll
Req'd Education:	Bachelor's degree in Business, Accounting or related field
Req'd Experience:	At least 2 years of Accounting and or Payroll required
Contact:	Human Resources Director
Phone:	(352) 735-3142, Ext 122
E-mail:	hr@secsda.org

GENERAL SUMMARY:

We are currently seeking an experienced and knowledgeable person to serve as Junior Accountant – Payroll. The job of Junior Accountant – Payroll is to perform all payroll essential duties on a monthly schedule. To perform this job successfully, the individual must be able to perform each essential duty with judgement, creativity, discretion and use of intellectual ability. This position also requires strict discretion due to the confidentiality of information managed.

Education and Experience

- Bachelor's degree in Business, Accounting or related field required.
- Combination of years of experience and education will be considered.
- Knowledge of and experience with Adventist Personnel System (APS.net) helpful

Duties / Responsibilities

- Process employee workers' reports, timesheets and other schedules and produce monthly payroll.
- Maintain APS personnel files and related applications.
- Researches and corrects all errors in the payroll process and communicate with supervisor.
- Audits all payroll manual entries.
- Reconcile and Prepare monthly and quarterly tax reports and file tax returns.
- Reconcile payroll with related general ledger accounts.
- Manage, organize, and file payroll records.
- Works in conjunction with Human Resources for Personnel Actions taken affecting payroll.
- Answers telephones, emails, and responds to all payroll-related questions.
- Set up new employee APS login and provide guidance for accessing the portal.
- Processes end of year reports and assists with workers comp self-audits.
- Performs other duties as assigned by the Treasurer and or Associate Treasurer.

Required Skills / Abilities

- Ability to successfully manage, prioritize and coordinate multiple projects.
- Must be proficient in Microsoft Office Suite and possess computer literacy for internet research and knowledge of applicable programs and software.
- Meticulous attention to detail.
- A strong aptitude for math and accounting.
- Excellent problem-solving skills.
- Ability to work on your own initiative and as part of a team.
- Excellent interpersonal and communication skills, including good presentation and report writing skills.
- Ability to meet deadlines and perform all job duties with minimum supervision; ability to work under pressure with speed and accuracy.
- Ability to foster communication among departmental staff, employees from other departments and outside personnel.
- Qualified applicant must be able to pass a background check.
- Must be a baptized member in the SEC constituency.

To apply for this job opportunity

Please submit your Resume/Curriculum Vitae, along with a cover letter, to:

**Dayami Valdespino, Human Resources Director
Southeastern Conference of Seventh-day Adventist
1701 Robie Avenue, Mount Dora, Florida 32757
or send via E-mail to: hr@secsda.org**

We thank all applicants; however only short-listed candidates will be contacted for interviews.

**THE SOUTHEASTERN CONFERENCE OF SEVENTH-DAY ADVENTISTS IS A CHRISTIAN FACILITY.
ALL EMPLOYEES ARE EXPECTED TO POSSESS CERTAIN CHARACTERISTICS AND
QUALIFICATIONS AND TO COMPLY WITH THE POLICIES, RULES, AND PROCEDURES OF THE
ORGANIZATION**