



JOB DESCRIPTION

POSITION TITLE	Conference Associate Treasurer		
POSITION TYPE	Salaried/Full-time/in-person	CREDENTIAL	Commissioned Ministerial License/Credential
CATEGORY	Appointed	WAGE RANGE	87%-102% (81K-95K)
SUPERVISOR	Conference Treasurer	START DATE	By end of October 2026
COMMITTEE STANDING	As designated by the Treasurer	PROBATION END DATE	3 months
TRAVEL REQUIREMENTS	Minimal (local)	TERM	5-year

POSITION SUMMARY

This position is a spiritually motivated responsibility and requires the performance of various accounting and auditing tasks under the direction of the Treasurer of the Manitoba-Saskatchewan Conference of the Seventh-day Adventist Church. The Associate Treasurer assist the Treasurer in managing the Treasury Department, addressing complex and highly confidential matters that demand exceptional professionalism and sound judgment. In the Treasurer's absence, the Associate Treasurer acts as the primary operational resource, operating within the limits of delegated authority. Technical computer skills along with strong verbal and written communication abilities, interpersonal and organizational skills, as well as display of tact and friendliness, are essential requirements.

KEY RESPONSIBILITIES

RESPONSIBILITY: This position is responsible for the day-to-day bookkeeping and accounting for the Treasury department with specific duties as described below.

AUTHORITY & ACCOUNTABILITY: Authority is delegated by the Treasurer. Work is performed with limited supervision. Accountability is to the Treasurer. Some tasks have specific guidelines to follow, but the work requires the ability to carry out duties and meet deadlines efficiently and independently. The position does not independently establish policy, authorize expenditures beyond delegated authority or exercise executive decision-making authority.

ESSENTIAL POSITION FUNCTIONS:

Treasury (95%)

- Maintain a well-organized office, including an efficient filing system
- Monthly report of Tithes & Offerings for all churches for submission to SDACC
- Monthly preparation of Tithes & Offerings Report for the Officers



- Updating monthly recording, processing and preparation of financial reports in AASI
- Process payables & invoices, paying either cheques or EFT as authorized by the Treasurer
- Issue receipts for cash and cheques received, and deposit funds at the bank
- Process payroll entries semi-monthly and determine charges to schools/churches for LFE
- Process banks pull outs for church remittances and locally funded employees (LFE)
- Compiling of VISA receipts to support Visa Statement entries and input into AASI
- Bank signatory (on-line and cheques)
- Oversee Camp Meeting registration & update Moneris entries regarding credit card payments for camp related purchases
- Annually participate in the audit/review of church and school financial records
- Train Church Treasurers in person or online using ChurchPal4 (CP4)
- Issue annual tax receipts for members of the Man-Sask Conference Church
- Prepare schedule for tuition fee subsidy necessary to file the annual T4A
- Prepare the monthly manual bank reconciliations before finalizing using AASI software
- Process Man-Sask Conference SDA Church monthly remittance report under CP4
- Reconcile all balance sheet ledger accounts monthly and annually for GCAS auditors
- Assist auditors (GCAS or CRA) when they audit the Man-Sask Conference
- Well acquainted with generally accepted accounting principles especially for Not-for-Profit (ASNFP)
- Proficient in the use of the following software:
 - Microsoft 365 (Outlook, Excel, Powerpoint, Teams, Sharepoint and other related applications)
 - CP4
 - AASI Financial Software
 - Banking software such as Moneris, RBC Express, Edge, etc

Administrative Functions (5%)

By virtue of the office, the Man-Sask Conference Associate Treasurer also acts as:

- Spiritual leader
- Demonstrate commitment to evangelism by supporting such events
- Provide Administrative support to the Treasurer
- Provide CP4 support for Church Treasurers and schools who need assistance from time to time.

Others:

- Attendance in yearly campmeeting & Worker's meeting
- Other duties as assigned by the Treasurer that are consistent with the nature of the position.

CORE COMPETENCIES

- Applying Expertise & Technology:** Applies specialist and detailed technical expertise. Develops job knowledge and expertise through continuous professional development. Shares expertise and knowledge with others. Uses technology to achieve work objectives. Demonstrates an understanding of different departments and functions.
- Analyzing:** Analyses qualitative and quantitative data. Separates information into components, patterns, and associations. Inquires for additional information or deeper



comprehension of the data. Provides recommendations based on the available data and analysis. Produces viable solutions to a variety of problems. Demonstrates understanding of how a particular issue may be a component of a much larger system.

- c. **Dealing with Pressure and Obstacles:** Functions effectively in a high-pressure environment. Maintains emotional composure in trying circumstances. Maintains a balance between the demands of work and home. Maintains an upbeat attitude at work. Effectively manages criticism and uses it to grow.
- d. **Writing & Reporting:** Writes clearly, succinctly, and correctly. Avoids the unnecessary use of jargon or complicated language. Writes in a well-structured, systematic, and logical way—structures information to meet the needs and understanding of the intended stakeholder.

EDUCATION AND EXPERIENCE

- A Bachelor's Degree (BA/BS/BCom) or an equivalent qualification is essential.
- A BCom with a major in Accounting is preferred.
- A Master's Degree is considered an asset.
- Candidates pursuing their Chartered Professional Accountant (CPA) designation will be given priority.
- A minimum of five to ten years of supervisory experience in denominational or institutional work is necessary with specific experience in Treasury.

TERMS AND CONDITIONS

- **Ideal Candidate Profile:** the candidate should meet the following criteria:
 - a) A regular and active member of the Seventh-day Adventist Church
 - b) Members committed to Christ service
 - c) Possessing the highest professional and ethical standards
 - d) Adhering to Bible-based teachings and church standards, demonstrating exemplary personal conduct.
- **Physical Requirements:**
 - Must be capable of reading, speaking, and hearing.
 - Effective communication both orally and in writing, are essential
 - Some light items lifting may be required.
 - Standard work hours, as defined by the Employee Handbook/Human Resources Manual, are required.



- **Performance Review:** A Performance Review will typically be conducted after the first three months in the position. All employees will be required to participate in annual Performance Reviews.
- **Job Description Continuous Review:** This job description is intended to describe the general nature and level of work being performed. It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Job descriptions are reviewed on a regular basis and can be modified at any time to meet the needs of the Manitoba-Saskatchewan Conference.
- **Working Conditions:**
Essential responsibilities are performed either in the office or from home when pre-approved by Supervisor.
 - In the office, work is primarily sedentary and comfortable, performed under normal office conditions with minimal discomfort. The workspace is well-lit and well ventilated.
 - The role involves driving to and from the bank for fund deposits; a Class 5 license is preferred.
 - The workweek consists of 38 hours, Monday to Thursday.
- **Criminal Record & Vulnerable Sector Screening:**
A mandatory requirement in line with the Harassment Policy of the North American Division Working Policy.

APPLICATION MATERIALS

Interested candidates should submit the following documents:

- **Cover Letter** detailing interest in the position and qualification
- **Curriculum Vitae (CV)**
- **Contact Information of Professional References** (at least three (3) who have directly worked with the applicant)

REFERENCE CHECKS

By applying for this position, the applicant grants explicit consent to the Manitoba-Saskatchewan Conference to perform reference checks as provided by the applicant for employment verification, in accordance with privacy laws such as PIPEDA and relevant provincial acts.

HIRING PROCESS

The application will be reviewed solely for the available position. ManSask may not conduct interviews with all applicants. Only those candidates who are shortlisted will be contacted by the HR/People Development Director for an interview. All applications should be sent to **Joe Ann Taer** at jtaer@mansaskadventist.ca. **Submission Deadline: October 15, 2026**

Disclaimer: Applicants must be legally authorized to work in Canada on a full-time/in person basis. Please note that we are not able to provide sponsorship for this position.