



Southern California Conference
of Seventh-day Adventists

JOB DESCRIPTION

POSITION TITLE:	Temporary School Treasurer	DATE:	10/12/2026
DEPARTMENT:	Business Office/Administration	REPORTS TO:	Principal and appropriate Southern California Conference personnel
CLASSIFICATION:	Temporary (October-December)	SALARY RANGE:	\$25 - \$30 per hour

JOB SUMMARY

Support the Southern California Conference (SCC) in accomplishing its mission, “to exalt Christ by cultivating healthy churches and schools” and its core values of integrity with transparency, engagement, stewardship, unity in diversity, and relationships & team.

Glendale Adventist Academy is seeking an experienced and highly dependable Temporary School Treasurer to oversee the school’s day-to-day financial operations during a temporary leave period. Because this position requires continuity of essential school financial functions, the ideal candidate should have prior experience with Adventist school accounting and AASI, as well as working knowledge of FACTS Tuition Management, payroll processing, budgeting, student accounts, accounts payable/receivable, and financial reporting.

This position requires a high degree of accuracy, confidentiality, organization, integrity, and responsiveness when working with school administration, employees, families, vendors, and the Southern California Conference.

ESSENTIAL DUTIES & RESPONSIBILITIES

Accounting & Financial Management

- Manage daily school accounting functions using **AASI (Adventist Accounting Software International)**.
- Maintain accurate financial records, account coding, journal entries, reconciliations, and supporting documentation.
- Monitor school cash flow, income, expenses, and account balances.
- Process accounts payable and receivable and maintain appropriate documentation.
- Prepare and review regular financial reports for school administration and, as needed, the School Board and Southern California Conference.
- Assist with month-end financial processes and reconciliation.

Tuition & Student Accounts

- Manage student tuition accounts through **FACTS Tuition Management**.
- Review tuition charges, payments, discounts, financial aid, credits, and account adjustments for accuracy.
- Monitor delinquent accounts and communicate professionally and compassionately with families regarding account questions or payment concerns.
- Work with administration to ensure approved scholarships, financial aid, discounts, and other adjustments are accurately reflected.
- Maintain accurate records for each student account.
- Assist families with billing and FACTS-related questions.

Payroll

- Prepare and process school payroll accurately and according to established payroll schedules.
- Verify employee hours, rates, stipends, deductions, and other payroll information.
- Maintain appropriate payroll documentation and confidentiality.
- Coordinate with the Southern California Conference and school administration regarding payroll changes, employee information, and required reporting.
- Address payroll questions and discrepancies in a timely manner.

Budget Management

- Monitor the school's operating budget and departmental spending throughout the year.
- Compare actual revenue and expenses against approved budget projections.
- Alert the Principal to significant variances, emerging financial concerns, or cash-flow needs.
- Assist administrators and department leaders with budget questions and available balances.
- Support financial forecasting and budget revisions as necessary.

Administrative & Conference Coordination

- Work closely with the Principal regarding the school's financial position and immediate financial needs.
- Coordinate with Southern California Conference treasury and education personnel as required.
- Maintain organized financial records and supporting documentation for audits and reviews.
- Respond to financial inquiries from families, employees, vendors, and administrators.

- Ensure financial information is handled with strict confidentiality and appropriate internal controls.
- Provide continuity of financial operations throughout the temporary assignment.

REQUIRED QUALIFICATIONS

- **Experience using AASI is strongly preferred and may be required for this temporary assignment.**
- Experience with **FACTS Tuition Management** or comparable FACTS school financial systems.
- Demonstrated experience processing **payroll**.
- Experience managing **student accounts, accounts receivable, and accounts payable**.
- Experience with **school or organizational budgeting and financial reporting**.
- Strong proficiency with spreadsheets, email, and standard office technology.
- Exceptional attention to detail and accuracy.
- Ability to prioritize time-sensitive financial responsibilities and meet deadlines.
- Strong professional communication and customer-service skills.
- Ability to maintain strict confidentiality regarding employee, student, family, and financial information.
- Prior experience in an Adventist school, church, conference, or other denominational organization is strongly preferred

Education and/or Experience

Must be people oriented. Prior experience in sales is preferable. Computer and phone skills are necessary. High school graduate or equivalency.

Core Competencies

- Knowledge of Microsoft Office Suite (Outlook, Word, Excel).
- Ability to maintain strict confidentiality of privileged information.
- Ability to perform simple arithmetic calculations.
- Ability to speak other languages is highly desirable.

Other Knowledge, Skills and Abilities

Attention to detail and commitment to accuracy, work under pressure, ability to multitask, good organizational skills, ability to meet deadlines, ability to work with diverse groups, ability to function as a team player. Good customer service, listening and communication skills. Self-starter and able to work with minimal direct supervision.

Required Personality Traits

Professional Expectations

The Temporary Treasurer serves in a position of significant financial trust and is expected to demonstrate the highest standards of **integrity, accuracy, confidentiality, accountability, and professionalism**. As a member of the Glendale Adventist Academy administrative team, the Temporary

Treasurer should also contribute to the school's Christ-centered mission and interact with families and employees with kindness, patience, discretion, and respect.

This is a temporary position designed to maintain continuity of essential financial operations during the regular Treasurer's absence. Responsibilities may be adjusted according to the immediate operational needs of Glendale Adventist Academy and the Southern California Conference.

Certificates, Licenses, Registrations

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 50 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. May be required to work overtime. Travel on assignment may be required at times.

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