

WE ARE HIRING

Join Our Amazing Team

Position: Assistant Treasurer

Availability: Open until filled

Send Resume's to: hr@lrcsda.com and secretariat@lrcsda.com

POSITION SUMMARY:

Performs diverse accounting duties and data entry for the Revolving Fund. Handles daily and monthly activity. Requires knowledge of church organizational structure, well-developed computer skills, diplomacy, telephone friendliness, and ability to work as a team member.

ESSENTIAL JOB FUNCTIONS:

- Receipts and posts daily deposits
- Handles annual renewals and tax documents
- Review conference loan applications and approvals for specific board approval.
- Each day runs notes payable statements (receipts) on accounts that have activity in them for that day.
- Produces for LRC Revolving Fund Board meetings the borrowing limits chart and list of loan requests, and whether they comply with policy.
- Makes a list of the end-of-month balances for notes payables and receivables.
- Goes through the notes receivable folders to make sure all pertinent information is in the folder and in the correct order. Also make sure the number on the tab matches the number on the notes receivable list.
- Assist in the Document Management transition.
- Contact treasurers on loans voted at LRC Revolving Fund Board.
- Prepares Promissory Note for church or institution, and Guaranty for conference and association, for each loan that is voted by the Loan Committee or LRC Revolving Fund Board.
- When needed, emails the treasurer about a loan that is behind, requesting payment or the funding will come out of the reversion funds.
- Sends copies of all loans for each church to its treasurer on June 30 and December 31, and as requested between times.
- Maintains the various charts needed for the auditor and attorneys for audit and registration.
- Perform monthly bank reconciliations and day to day activity.
- Sends material, including minutes, to the attorneys for their files for the offering circular.
- Updates the figures annually for the offering circular. Sends email to the attorneys.
- Sends out offering circulars as requested.
- Supervises minute books to make sure they are kept up to date.
- Performs all other duties as assigned by the Treasurer.



19860
South La Grange Rd
Mokena, IL 60448

773.846.2661

EDUCATION & EXPERIENCE

- Bachelor's degree in Accounting, Business Administration, including several accounting courses, office technology/computer, typing computer literacy, communications, and office management.
- Certified Public Accountant would be helpful but not required for the job.
- Exceptional skills in accounting, fiscal management, office technology/computer literacy, excellent communication skills, high ethical standards and integrity, motivated self-starter with the ability to follow instructions and ability to work efficiently under tight deadlines.

KNOWLEDGE SKILLS REQUIRED

- Knowledge of accounting procedures and computer input skills. Knowledge of office procedures such as computers and related office equipment (fax machine, copier, etc.), telephone techniques, skills in composing letters, and filing.
- Knowledge and ability in accounting, accounting computer software, spreadsheets, as well as knowledge in investments and accounting for investments.
- Ability to work under pressure with many interruptions and without supervision.
- Absolute confidentiality is always required.

PHYSICAL REQUIREMENTS

- Tasks performed under normal office conditions.
- Office is open Monday – Thursday 8:00 am – 6:00 pm. There are times when hours outside of this time frame are required to meet deadlines.
- Minimal travel is required for this position.



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