

JOB DESCRIPTION



Position:	Accounts Clerk
Status:	Full-time
Employer:	Seventh-day Adventist Church (SPD) Limited
Department/Service:	Treasury
Reports to:	Division Senior Accountant
Location:	148 Fox Valley Road, Wahroonga NSW 2076
Date Revised:	27 November 2025

Organisation Environment:

The South Pacific Division of the Seventh-day Adventist Church office is the administrative headquarters for Australia, New Zealand and most of the South Pacific island nations. The focus of this office as a Christian organisation is to be a catalyst for a disciple making movement that enables people to follow Jesus Christ, obey His commands together, and continue to multiply and serve the community.

Mission:

Make disciples of Jesus Christ who live as His loving witnesses and proclaim to all people the everlasting gospel of the Three Angels' Messages in preparation for His soon return. (Matthew 28:18-20, Acts 1:8, Revelation 14:6-12)

Vision:

A thriving Adventist movement living our hope in Jesus and transforming the Pacific.

Purpose:

To inspire hope and wholeness of life in our communities.

Values:

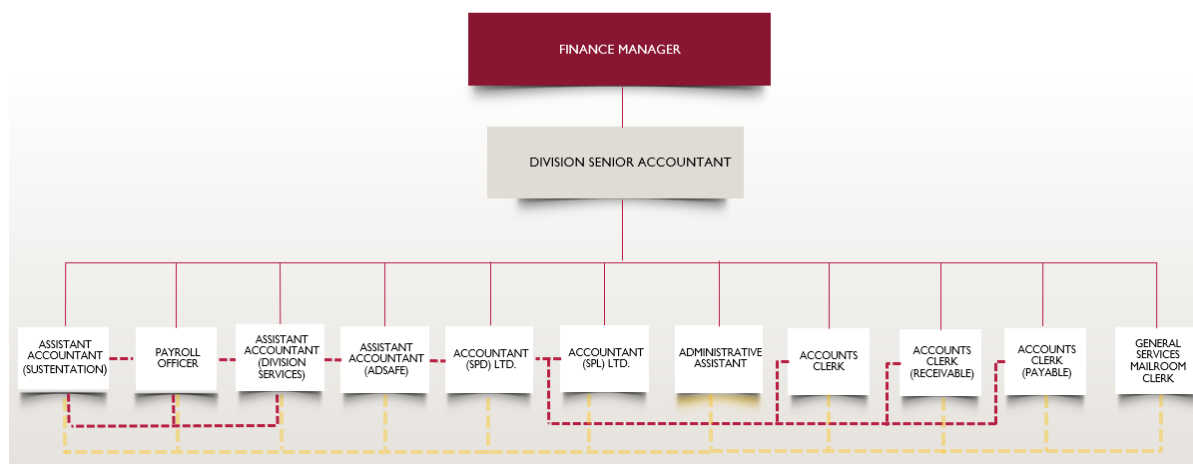
- ❖ **Faithfulness:** We are committed to God's Mission.
- ❖ **Integrity:** We walk the talk.
- ❖ **Respect:** We value all people.
- ❖ **Service:** We are here to serve others.
- ❖ **Courage:** We stand for what is right.

The South Pacific Division Treasury department is responsible for the accounting and reporting functions of the South Pacific Division. With a team of Accountants, Assistant Accountants, payroll and clerks, Division Treasury is a learning ground for developing accounting professionals with experience in the Seventh-day Adventist Church's financial environment.

- This role reports to the Division Senior Accountant.

- Appointed by the Seventh-day Adventist Church (SPD) Limited.
- Term is dependent upon ongoing satisfactory performance and the availability of ongoing work.
- This position is covered by the SPD Enterprise Agreement 2023.

SOUTH PACIFIC DIVISION TREASURY ORGANISATIONAL CHART



Primary Objective:

Facilitate a productive office through the efficient processing of expense reports, regular issue of statements, filing journals and other work as required from time to time.

Key Accountabilities:

The Accounts Clerk will be responsible for delivering accurate and timely financial processing and administrative support to the Treasury team. This includes:

1. Daily Transaction Processing

- Process expense reports and corporate credit card transactions accurately and promptly.
- Validate supporting documentation and ensure compliance with SPD policies and Australian tax regulations.
- Maintain up-to-date records in MYOB Acumatica and other expense management systems.

2. Monthly Reporting and Reconciliation

- Prepare and distribute issue monthly statements for employees, Unions, Conferences, and Institutions within required deadlines. Reconcile expense accounts and credit card statements, investigating and resolving discrepancies promptly.

3. Compliance and Policy Adherence

- Ensure all transactions comply with SPD office manual, enterprise agreement, and relevant legislation.
- Maintain audit-ready records and assist with internal and external audits as required.

4. Stakeholder Communication

- (a) Respond to employee queries regarding expense claims and provide guidance on policy compliance.
- (b) Collaborate with accountants for coding accuracy and escalate complex issues to the Division Senior Accountant.

5. Administrative and Filing Duties

- (a) File authorized and posted journals daily.
- (b) Maintain organised digital and physical records for easy retrieval.

6. Continuous Improvement and Additional Duties

- (a) Identify opportunities for process improvement to enhance efficiency and accuracy.
- (b) Perform other tasks as assigned by the Division Senior Accountant to support Treasury operations.

Specific Measurable Tasks

1. Process expense reports within 2 days of receipt.
2. Issue statements within 2 days after period close.
3. File authorized and posted journals daily as required.

Key Communications:

Contact/Organisation	Purpose and Frequency
INTERNAL	
<ul style="list-style-type: none">• Division Senior Accountant• SPD Ltd/SPL/Adsafe/ADT/CPS/ELI accountants• Treasury Staff• SPD Employees	<ul style="list-style-type: none">• Ensure appropriate authorization are provided for employees' expense reports and corporate credit cards and accurately record transactions on a monthly.• When required seek guidance from accountants for appropriate account codes.• Active involvement with the treasury team.• Communicate with staff when questions arise from expenses incurred and notify staff on the status of their claims.

Key Challenges:

- Understanding the expense reports, account codes and transactional accounting.
- Thoroughly scrutinize employee's expense reports to ensure that each entry is genuine and accurate, confirming that all expenditures are valid and correctly documented.

Decision Making:

Independent

Responsible for processing SPD employees' expense reports and corporate credit cards in harmony with the SPD office manual, SPD policy and Australian income and fringe benefit tax.

With Input

For matters outside of policy be in consultation with the Senior Accountant.

Requirements, Knowledge, Skills and Experience:

Essential

1. Must be a practising baptised member of the Seventh-day Adventist Church with a strong commitment to its mission. This would incorporate an active relationship with Jesus Christ characterised by a deep desire for worship and service to God.
2. Appropriate business certificate qualification in bookkeeping or equivalent.
3. At least 3 years' experience in a similar role.
4. Advanced proficiency in the use of Microsoft 365 and cloud based expense management systems.
5. An understanding of basic accounting practices and procedures.
6. Be eligible to hold a missionary license with the Seventh-day Adventist Church.

Preferred

1. A working knowledge of the church and its management throughout the SPD.
2. Excellent oral and written communication.
3. Knowledge and understanding of denominational accounting practice and procedures.
4. Well organised and able to work to deadlines.
5. Proficiency in the use of MYOB Acumatica.

Required Computer Competency Level:

	High	Medium	Low	Nil
MS Outlook	=====			
MS Word	=====			
MS Excel	=====			
MS Power Point			=====	
Internet/ Media			=====	
Publisher/Design			=====	
Lotus Notes			=====	
Convene				=====

- *And other platforms that SPD maintains from time to time.*

Physical Demands:

This job will require a certain degree of physical activity, including some standing, walking, bending, kneeling, lifting and carrying of light items etc.

Behavioural Competencies:

In conjunction with the Competency Framework factsheets, the incumbent is expected to demonstrate the following competencies:

- **Delivering Results and Meeting Customer Expectations (6.2)** – Focuses on customer needs and satisfaction; sets high standards for quality and quantity.
- **Following Instructions & Procedures (6.3)** – Follows procedures and policies; keeps to schedules; arrives punctually for work and meetings.
- **Adapting & Responding to Change (7.1)** – Adapts to changing circumstances; accepts new ideas and change initiatives.

Workplace Health and Safety:

As an employee of the South Pacific Division you are required to:

1. Carry out your duties in a manner which does not adversely affect your own health and safety or that of others;

2. Cooperate with measures introduced in the interests of work health and safety;
3. Undertake relevant training provided in relation to WHS;
4. Immediately report all matters which may affect workplace health and safety to your supervisor;
5. Correctly use any information, training, personal protective equipment and safety devices provided;
6. Refrain from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons;
7. Undertake only those tasks for which you have authorisation and/or the necessary training, and for which all necessary safety arrangements are in place; and
8. Cooperate with arrangements made to assist the return-to-work of ill or injured staff.

Confirmation:

Name of the appointed person: TBC

Date of commencement in position: 2026