



CENTRAL JAMAICA CONFERENCE

JOB VACANCY ANNOUNCEMENT

(#112023-02)

Central Jamaica Conference of SDA located at 58 Brunswick Avenue, Spanish Town, St Catherine is seeking to recruit a highly motivated and qualified candidate for the position as **Auditor**.

Overview of the Functions of the Position

This is a fulltime position located at the main office of Central Jamaica Conference. This position is responsible for overseeing the audits of all entities in the Central Jamaica Conference. This includes churches, schools, community service and day care centers, Pathfinder Clubs, et cetera. Oversee all church and school audits in harmony with the IAD-FIOS guidelines.

Candidates will be assessed against the following criteria:

Minimum Requirements:

- A Bachelor's degree in accounting or an equivalent business qualification.
- A member of the Institute of Chartered Accountants of Jamaica (ICAJ) would be an asset.
- Minimum of At least five (5) years' experience providing auditing services.

Core Competencies

- Communication Skills
- Critical Thinking Skills
- Analytical Skills
- Organization Skills
- Integrity
- Teamwork

The Successful Candidate will be required to perform the following duties:

- Perform routine audit functions within the conference.
- Maintain audit files.
- Schedule audits and send engagement letters to appropriate church officers.
- Report audit results to local entity's treasurer, pastor, principal, and board as appropriate, through the FIOS software generated inspection report.
- Assign and trains audit personnel in carrying out audits and assists in addressing issues as they surface.
- Report the results of all audits to the Treasurer upon completion.

- Respond effectively to requests for information regarding church treasury functions, including denominational policies, TAJ rules & regulations, and internal controls.
- Report the audit results and coverage periods to the conference at the year-end.
- Support conference-approved accounting software.
- Provide training for all entity treasurers, both one-on-one and in larger training venues.

SELECTION AND RECRUITMENT PROCESS

Please note that all candidates must provide complete and accurate information. To apply, please follow the instructions below:

1. Submit an up-to-date Resume/Curriculum Vitae that includes the month, year, and company name of employment for all experience and a cover letter to: hr@centralja.org. The subject of the mail should be **“Auditor 112023-02”** and addressed to the Human Resource Manager, Central Jamaica Conference, 58 Brunswick Avenue, Spanish Town, St Catherine
2. The evaluation of candidates is based on the criteria in the vacancy notice, and may include tests and/or assessments, as well as a competency-based interview.
3. Only selected candidates will be further contacted and will be required to present original degrees and request transcript of their grades to be sent directly the Office of Human Resource
4. Candidates in the final selection step will be subject to reference checks based on the information provided.
5. A detailed job description is attached for more information.

As a Seventh-day Adventist institution, Central Jamaica Conference gives preference to qualified individuals who are members of the Seventh-day Adventist Church.

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