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Req #2257

Divisional Auditor

ALM-EXEMPT Salary Full Time Date Posted: Tuesday, March 13, 2018



About the Job

The Salvation Army, an internationally recognized non-profit, faith based organization, has a job opening for a **Divisional Auditor** for the Alabama, Louisiana and Mississippi Divisional Headquarters office, located in Jackson, Mississippi.

Job Summary: Travels on-site to audit financial records and documents and reconcile accounts to determine compliance with established Salvation Army accounting and bookkeeping policies and procedures and to determine financial status; prepares reports and provides recommendations to improve accounting and bookkeeping methods, practices, and procedures.

Must be available to travel overnight, approximately three nights per week, two - three weeks per month.

Knowledge, Skills and Abilities: Knowledge of The Salvation Army mission and philosophy. Knowledge of Salvation Army policies, practices and procedures relating to accounting and financial reporting. Knowledge of the parameters of Salvation Army expenditures as set forth in the official minute book. Knowledge of audit statement preparation for non-profit organizations. Knowledge of the use, operation and capabilities of computer systems. Knowledge of the general principles and practices of mathematics, accounting, bookkeeping and finance. Ability to conduct thorough internal audits and to prepare and maintain accurate and complete reports in a timely manner. Ability to prepare accurate financial statements and to reconcile accounts. Ability to recognize the mishandling and/or misappropriation of funds. Ability to apply discretion and independent judgment with limited supervision. Ability to discern the capabilities or deficiencies of accounting and bookkeeping personnel in the units being audited. Ability to counsel Salvation Army personnel in their discharge of duties relating to business, finance, and accounting. Ability to conduct the affairs of this office responsibly, efficiently, and economically, and to motivate the staff to do likewise.

Education and Experience: Bachelor's degree from an accredited college or university in Accounting, Finance or a related field, and three years experience performing accounting, bookkeeping or auditing work, with Great Plains accounting experience preferred, or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities.

Licenses and Certifications: Valid State Driver's License

Physical Requirements and Working Conditions: Ability to meet attendance requirements. Ability to read, write, and communicate the English language clearly, concisely and respectfully. Ability to perform complex mathematical calculations. Ability to keypunch information into a computer. Ability to exert mental/visual effort required for sustained periods of concentration, working under the pressure of deadlines, and continual interruptions in concentration from staff requiring assistance. Ability to travel throughout the Division for extended overnight trips frequently in order to conduct responsibilities of the position. Duties are usually performed seated. Sitting may be relieved by brief or occasional periods of standing or walking.

Additional Information: All employees recognize that The Salvation Army is a church and agree that they will do nothing as an employee of The Salvation Army to undermine its religious mission.

*Application Submittal Period: 3/13/2018 – 4/8/2018.

To apply, please select the "Apply Now" icon at the bottom of this posting.

Other details

Job Family
ALM-EXEMPT

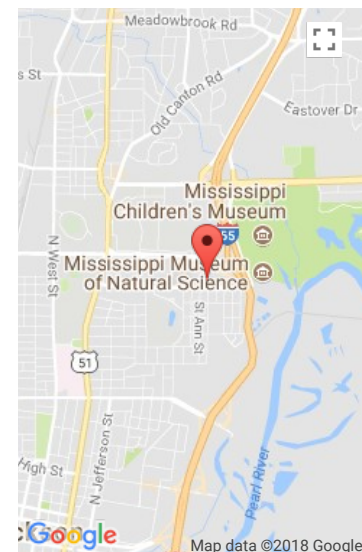
Pay Type
Salary

Min Hiring Rate
\$48,000.00

Max Hiring Rate
\$51,000.00

Travel Required
Yes

Location
ALM - Jackson, MS 1450 Riverside Drive 39202,
Jackson, Mississippi, United States of America



All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, or protected veteran status and will not be discriminated against on the basis of disability.

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