

J O B O P E N I N G

Mission Accountant

Finance and Records Department, Asia North Area (Contract Employee)



Your Talents,
His Work

Find your fit within
Church Employment 

Responsibilities:

- Prepare and analyze budgets and financial statements using information from operating statements, account ledgers, project tracking systems, etc.
- Ensure compliance with Generally Accepted Accounting Principles in Mongolia.
- Coordinate with external accounting, audit, and tax professionals for regulatory reports and compliance.
- Create reports, charts, and graphs illustrating findings. Recommend adjustments.
- Identify trends and potential areas of concern.
- Provide business reviews or ad hoc business-related projects as financial expert and contribute in-depth knowledge and experiences.
- Perform mission related administrative tasks

Qualifications:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field.
 - Two to Five years of relevant experience in accounting, auditing, or equivalent.
 - Must demonstrate understanding of accounting principles and Church accounting systems.
 - Operate a personal computer and have knowledge of basic software applications including Microsoft Word, Excel, and PowerPoint.
 - Good verbal and written communication skills in Mongolian and English.
 - Analytical and detail oriented; excellent problem-solving and critical thinking skills
 - Hold a valid temple recommend.
- (Applicants may be accepted even if they do not meet all of the aforementioned qualifications.)

Job Information:

- Job type: Six months, renewable (Maternity leave cover)
- Location: Office in Mongolia
- Salary: Follows Church Policy
- Starting date: March 1, 2023 (Negotiable)
- Deadline: February 3, 2023 (Candidates may be interviewed or hired prior to the deadline)

Application:

- Please submit your resume from QR code right below or:
<https://careersrch.churchofjesuschrist.org/Public/Search.aspx>
- Your personal information will be used for the Church's selection process.
- If you have any questions, please contact Gerald Lee (leejy@churchofjesuschrist.org).



How to Apply

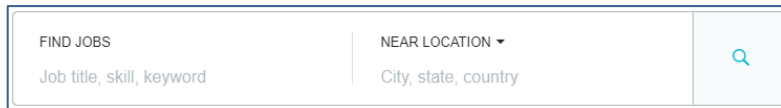
1. Prepare your Church Account

- In order to obtain a Church Account free of charge, please access account.churchofjesuschrist.org, and click “Register for a Church Account.” You will be required to enter your membership record number (which can be obtained from your ward clerk) and birth date.

2. Access the Church Employment Webpage

- <https://careersearch.churchofjesuschrist.org/Public/Search.aspx>

3. Enter the Job Posting ID of “354010” in the FIND JOBS box and click “



The screenshot shows a search bar with two input fields. The first field is labeled 'FIND JOBS' and contains the placeholder text 'Job title, skill, keyword'. The second field is labeled 'NEAR LOCATION' and contains the placeholder text 'City, state, country'. A magnifying glass icon is on the right side of the search bar.

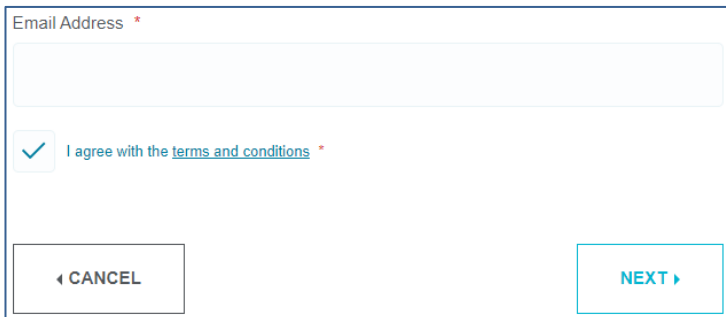


4. Select the applicable position from the search results, and click “Apply Now”

- When multiple positions are available, each position would require a separate application.



5. Enter your Email address and check “I agree...” box then click “NEXT”



The screenshot shows a form with an 'Email Address' field with an asterisk. Below the field is a checkbox with a checkmark and the text 'I agree with the terms and conditions *'. At the bottom of the form are two buttons: 'CANCEL' on the left and 'NEXT' on the right.

6. Click “Apply” and enter valid information into required fields and upload your resume to submit your application



- Complete your application by clicking “Submit” at the top right corner of the page.



1. We will contact the candidates once they have been shortlisted for the interviews

- The resumes will usually be reviewed after the deadline has lapsed.
- The Church will reserve the right to interview candidates prior to the deadline.

2. Inquiry

- For inquiries, please contact Gerald Lee (Human Resources).
- Email: leejy@churchofjesuschrist.org
- Tel: +82-10-7232-1441