Position Title: **Corporate Treasurer for Asset Management**
Status: **Full-Time/Part-time, Exempt**
Department/Location: Planned Giving and Trust Services / Treasury / Denver, Colorado
Reports To: Vice President for Finance / Corporate Secretary for Asset Management
Base Pay **87% to 102% of NAD Remuneration Factor (Effective July 1, 2026)**
$61,008 - $71,532 per year + cost of living

Description: The Rocky Mountain Conference of Seventh-day Adventists is seeking a qualified, mission-minded Corporate Treasurer for Asset Management. This full-time, exempt position provides fiduciary and accounting leadership for trusts, estates, endowments, agency funds, Conference-owned properties, and client accounts. The role works with Planned Giving and Trust Services, Treasury, Administration, legal counsel, and Conference committees to ensure accurate reporting, policy compliance, and faithful stewardship of resources entrusted to advance the mission of the Seventh-day Adventist Church.

Primary Responsibilities:

- Manage accounting and reporting for trusts, estates, gift annuities, endowments, agency funds, and Conference-owned non-operating accounts.
- Perform reconciliations, journal vouchers, receipts processing, closings, filings, and audit preparation.
- Oversee investments in coordination with the Property and Trust Committee and Vice President for Finance.
- Prepare financial reports and board actions for Conference committees.
- Support fiduciary accounting and communicate with trustors, beneficiaries, clients, churches, schools, and Conference leaders.
- Assist with property tax exemption filings, vehicle transactions, lease/use agreements, property sales/closings, and gift files.

Qualifications:

- Member in good standing of a church within the Rocky Mountain Conference and faithful supporter of the Seventh-day Adventist mission and values.
- A college degree in accounting, finance, or a related field is preferred.
- Experience with nonprofit, fiduciary/trust accounting, financial reporting, tax filings, banking, investments, and audit preparation preferred.
- Must maintain Trust Certification as required by the North American Division.
- Must be, or be able to become, a Colorado Notary Public soon after hire.
- Strong judgment, discretion, organization, communication, problem-solving, and commitment to policy compliance and fiduciary standards.