

J O B O P E N I N G

Accountant or Accounting Assistant

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.
- Perform financial administration such as managing banks, processing payments, monitoring corporate cards, etc.
- Create reports, charts, and graphs illustrating findings. Recommend adjustments.
- Provide business reviews or ad hoc business-related projects.

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 contract, renewable (Maternity leave cover)
- Location: Office in Mongolia
- Salary: Follows Church Policy
- Starting date: Mid November 2021 (Negotiable)
- Deadline: November 9, 2021 (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 Yuki Kitahara (yuki.kitahara@churchofjesuschrist.org).



How to Apply

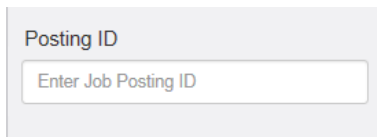
1. Prepare your Church Account

- 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 “325946”, and click “Search”




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.



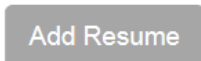
5. Enter your Church Account Username and Password to sign in

- If you have lost your Church Account information, click “Forgot your username” or “Forgot your password?”



1. On the Applying for Job page, please enter valid information into required fields and upload your resume to submit your application

- Required fields are the ones with the red asterisk (*). Other fields are voluntary.
- Please upload your resume from the Resumes & Attachments section by clicking “Add Resume”.



- Complete your application by clicking “Submit Application” at the bottom of the page.



2. 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.

3. Potential candidates may upload their profile on Talent Network without actually applying for a job

- <https://talentnetwork.churchofjesuschrist.org/Public/Main.aspx>

4. Inquiry

- For inquiries, please contact Yuki Kitahara (Human Resources).
- Email: yuki.kitahara@churchofjesuschrist.org
- Tel: +81-3-4545-3100