

J O B O P E N I N G

Mission Accountant (Mongolia)

Finance and Records Department, Asia North Area



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: Full-time
- Location: Office in Mongolia
- Salary: Follows Church Policy
- Starting date: Negotiable
- Deadline: December 15, 2021 (Candidates may be interviewed or hired prior to the deadline)

Application:

- Please submit your resume from QR code right below or:
<https://careerssearch.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 “327367”, and click “Search”

Posting ID



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?”

Sign in ? Help

🌐 English ▼

Church Account Username

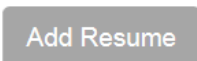
[Forgot your username?](#)

Password

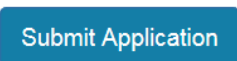
[Forgot your password?](#)

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