

# Workforce Role Description

Corporation of the President (COP)  
Corporation of the Presiding Bishop (CPB)

## General Workforce Requirements:

- Temple worthiness
- Regular attendance in a timely manner at the assigned location.

Please Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Job Title	Job Code	Grade Level	Approval Date
Special Analyst / Writer / Editor	CSM		

## Purposes

This Church-Service Missionary (CSM) position serves in the Church Auditing Department. The purpose of this assignment is to develop and draft reports relating to losses and defalcations, trend analysis and gather information about financial and operational control weaknesses that will be provided to Church leadership for their review.

## Responsibilities

Draft reports related to losses and defalcations: 40%

Assist with cases and database management related losses and defalcations: 40%

Other reports that assist Church leaders in reviewing trend analysis and operational control issues: 20%

CSM will serve two/three days per week, about six (6) hours per day.

Prefer the call be for 12 or 18 months.

## Qualifications

- . Should have professional background in at least one of the following: accounting, finance, law enforcement or investigations.
- . CPA, CIA or CFA credential is helpful.
- . Good knowledge of Church government and policies is essential.
- . Helpful if the individual has served as a stake auditor, financial clerk or served in a bishopric or stake presidency.
- . Good writing skills and basic computer skills with specific knowledge of Excel.
- . Fluency in Spanish is helpful.