

Indiana Conference of the United Methodist Church

POSITION DESCRIPTION

1. **Title of position** Director of Financial Services/Treasurer
2. **Classification** Executive
3. **Supervisor** Bishop/CF&A (2004 Book of Discipline ¶618)

4. **Responsibilities**

a. **Overall purpose of position**

The DFS/Treasurer is responsible for the accounting and finance function of the Annual Conference. The DFS/Treasurer assumes responsibility for all aspects of financial management. The DFS/Treasurer provides leadership for the financial planning and analysis, forecasting, budgeting, investment strategy, accounting, audit, internal controls, treasury, financial and database systems, cash management, risk management and financial statements.

b. **Essential functions**

- 1) Serves as treasurer for all agencies served by the annual conference central treasury with responsibilities in accounting and financial management.
- 2) Prepares financial statements and reports as required by CF&A, bishop, superintendents, annual conference, GCFA and agencies served by the conference.
- 3) Prepares and coordinates the conference's financial plan that ties together the strategic objectives, key financial criteria, and operating plans for the conference.
- 4) Develops future financial strategies and establishes annual financial goals for the conference and its agencies.
- 5) Invests funds in accordance with CF&A policy.
- 6) Carries out purchasing functions for the annual conference in accordance with CF&A policy.
- 7) Establishes and maintains all conference accounting policies and procedures with approval of CF&A.
- 8) Compiles and presents the annual conference budget to CF&A.
- 9) Provides counsel and guidance to local church business administrators, treasurers, financial secretaries, committees on finance and local church pastors.
- 10) Serves as a consulting representative in the matters of the treasurer's office.
- 11) Maintains capital expenditure and asset depreciation schedules for annual conference assets.
- 12) Provides payroll services for all agencies of the conference.
- 13) Administers equitable compensation issues approved by CF&A.
- 14) Receives and disburses remittances and benefit payments from local churches.
- 15) Remits all world service and general apportionments to GCF&A.
- 16) Remits all funds received and payable to other jurisdictional, annual conference, and district causes in accordance with budgets adopted by the annual conference.
- 17) Supervises personnel including staff in finance, accounting and database.
- 18) Meets regularly with the bishop and cabinet as needed.

- 19) Meets regularly with conference director's and staff.
- 20) Other duties as assigned by CF&A

c. Occasional functions

- 1) Provides and facilitates training for local church business administrators, treasurers, financial secretaries, committees on finance and local church pastors as needed or requested by District and/or regional staff.
- 2) Attend relevant denominational training events that will enrich or improve ability to carry out job functions.

d. Supervision of staff/volunteers (if any)

- 1) Controller
- 2) Database Administrator
- 3) Accounting/finance and database clerks

e. Workplace requirements

Conference office in Indianapolis is primary location of work with ability for remote access to technology systems with essential hardware for efficiencies of such access.

f. Budget accountability

- 1) Overall budget accountability.
- 2) Specific budget accountability for treasurer's office operations budget.

5. Qualifications required to carry out this position: knowledge, abilities, and skills

- a) Knowledgeable and supportive of the mission and ministry of the United Methodist Church
- b) Deep sensitivity and commitment to diversity (culture, race, gender, theology, etc.)
- c) CPA License and/or Master in Business Administration or equivalent with five or more years of accounting experience
- d) Knowledge of not-for-profit accounting procedures, financial management and financial reporting
- e) Knowledge of financial analysis methodology
- f) Knowledge of general business law, accounting standards and practices
- g) Proficiency in Microsoft Office applications
- h) Strong planning and organization skills
- i) Strong communication skills and a high level of interpersonal skills
- j) Leadership and supervisory experience

6. Additional comments that may aid in describing the work of this position