

UNITED METHODIST CHURCHES OF INDIANA



Chief Financial Officer/Director of Administrative Services

The United Methodist Churches of Indiana is excited to announce a search for a Chief Financial Officer/Director of Administrative Services. As Chief Administrative and Financial Leader of the Conference, the CFO/DAS is responsible for working with the Treasurer for the effective management of financial planning and reporting, as well as relationships with legal counsel, clergy benefits and Conference office staff. The CFO/DAS also is responsible for programs that assist local congregations in strengthening their financial activities as needed to support their ministries. This is a key role within the conference leadership team and the Cabinet, and advisor to the Bishop on financial, compliance, and administrative matters.

Primary Roles:

- Supervise the Conference Treasurer, and the Associate Director of Administration, Communication Officer, IT Manager, Conference Benefits Officer, and Associate Director of Support Services
- Collaborate with the Bishop, Cabinet and Board chairs on financial and administrative issues to fulfill the mission
- Advise Bishop, Conference leaders and local churches with respect to compliance issues
- Administer/oversee Conference property management, including but not limited to, Conference Center, closed church real estate, vehicles, equipment, and cell phones
- Collaborate with CFA, with input from the Treasurer, Directors, Bishop and the Cabinet, in developing the Conference Budget – as well as plans for general expenditures and revenues
- Partner with Treasurer to interpret financial information/reports and related policies to the Cabinet, CFA, Trustees, Board of Pension and Health Benefits, et. al. and to oversee/coordinate all accounting-related issues for the Conference
- Develop and maintain relationships with the Chancellor, Church Mutual and other insurance consultant(s), cyber security contacts, Wespeth, General Council on Finance and Administration (“GCFA”), and the Indiana United Methodist Foundation
- Serve as ex-officio member of various Conference agencies as requested
- of the Conference – with a “let me help you solve it” resolve to bring missional transformation for Jesus Christ through the ministry of the United Methodist churches in Indiana
- Prepare supporting materials and reports for all board/commission meetings
- Develop and recommend policies for approval by applicable boards/commissions
- Advise Bishop, Conference leaders and local churches with respect to stewardship, connectional support, and sustainability
- Oversee risk management activity, including but not limited to, embezzlement response for local churches, Conference credit card reviews, and law enforcement issues
- Manage and coordinate commercial insurance policies for the Conference and ensure Conference has current investing policies and guidelines

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- Provide primary leadership for Conference disaffiliation processes and action steps
- Complete projects and other duties as assigned/requested by Conference Council on Finance and Administration (“CFA”), Bishop, Cabinet, et. al.
- Prepare and conduct financial and administrative training sessions for District events
- Serve as primary staff support to the Conference Board of Trustees and the Conference Board of Pension and Health Benefits.

Qualifications:

- Bachelor’s degree in accounting or finance related field of study required
- Master of Business Administration (MBA) or appropriate professional certification preferred
- Five to seven years’ experience in an accounting or finance related role required
- Five to seven years’ supervisory experience required
- Demonstrated innovation skills, adaptative experience, team spirit, expressed value of collaboration, desire to model environmental stewardship and efficiency
- Efficient and effective organizational, administrative, and relational skills
- Strong communication skills
- Demonstrated ability to think critically and execute plans in collaboration with a large and diverse group
- Knowledgeable and supportive of the mission and ministry of The United Methodist Church
- Understanding of and commitment to diversity (culture, race, gender, theology, age, etc.)
- Substantial familiarity with structure and polity of the United Methodist Church
- Active member of a United Methodist Church preferred
- Ability to travel within the Annual Conference

The United Methodist Churches of Indiana is an Equal Opportunity Employer and actively seeks and encourages applications from minorities, women, and individuals with disabilities. All offers of employment are subject to the applicant successfully completing background, reference, and other applicable checks.

Email resume and cover letter to jobs@gcfa.org

Closing Date: Wednesday, October 13, 2021

No Staffing Agencies or Recruitment Firms