NEW ENGLAND CONFERENCE
UNITED METHODIST CHURCH

Chief Financial Officer (CFO)

The Chief Financial Officer (CFO) is responsible for managing the overall functions of the finance and administrative services offices and serves as the chief source of advice and information on fiscal management and assures professional application of all accounting principles.

Deadline to apply is Aug. 17, 2020
Email resume and cover letter to jobs@gcfa.org
No Staffing Agencies or Recruitment Firms
Contact: Cianta Hogan
Phone: (615) 369-2357

Primary Roles:

- Performs all treasury responsibilities in accordance with the appropriate sections of *The Book of Discipline of The United Methodist Church*.
- Receives and disburses, in accordance with the actions of the Annual Conference and the provisions of the Book of Discipline, remittances from local church treasurers for all duly authorized general, jurisdictional, annual conference, and district causes.
- Executes the policies established by Council on Finance and Administration relating to cash flow, investments, and other financial matters.
- Prepares and develops the Conference budget in consultation with the Council on Finance and Administration, Conference Connectional Table, and Board of Pension & Health Benefits.
- Functions as controller when needed, making sure all general ledger work is correct in preparation for closing at year end and ensure that the beginning balances for all designated fund accounts are properly forwarded to the New Year.
- Calculates all Conference apportionments as approved by Annual Conference and distributes apportionments to local churches, as well as, coordinates the preparation and distribution of monthly apportionment statements and bills to local churches.
- Prepares and/or reviews, distributes, and interprets accurate and timely month-end and year-end reports for all Conference boards and agencies, local churches, and other related parties as may be required.
- Coordinates the preparation and distribution of regular and periodic reports related to receipts and disbursements to appropriate persons, boards, and agencies.
- Identifies and drives opportunities related to growth, operating efficiencies, revenue maximization and cost mitigation.
- Assists the Audit Committee of the Council on Finance and Administration with the annual audit and revises the procedures of the Finance Office according to the audit findings with consultation of CFA.
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- Oversees work of Conference Statistician in the preparation of the annual reports and coordinates information technology systems for the conference, particularly those related to system-wide infrastructure and financial/accounting systems, and in conjunction with the Director of Communications, the Web-based communication systems.
- Serves as the Conference Pension and Benefits Officer for the General Board of Pensions and Health Benefits (GBOPHB) on all matters relating to pension benefits and services under the Ministerial Pension Plan (MPP), Comprehensive Protection Plan (CPP), Basic Protection Plan (BPP), Cumulative Pension and Benefits Fund (CPBF), and Clergy Retirement Security Plan (CRSP).
- Provides counsel and guidance to local church treasurers, financial secretaries, and committees on finance in the development of standardized financial recording and reporting systems.
- Oversees administrative areas of the New England Conference office, ensuring compliance with the Book of Discipline, Conference office polices, applicable employment laws, regulations and industry standards.
- Provides oversight of the Human Resources and Benefits functions regarding, but not limited to, the establishment of Benefit Plans, Wespath relationships, and staffing, recruiting, and training of conference employees.
- Manages the development and implementation of fiscal, administrative and human resource policies and procedures.

Qualifications:
- Bachelor’s degree with emphasis in Finance or Accounting required. Master’s degree (M.A.) or CPA designation preferred.
- Seven to ten years’ experience in hands-on accounting, including all aspects from initial entry through financial statements.
- Working knowledge of computer-based networks and financial software packages, including spreadsheets, databases, word processing, and specialized accounting applications software. Skills in communications techniques and processes.
- Comprehensive knowledge of non-profit governance, management, accounting, financial planning and business processes is highly desirable.
- Strong communication and interpersonal skills.
- Strong skills in negotiating, selecting, developing, and motivating people.
- Deep knowledge of, and commitment to, the United Methodist Church and how it functions at the local church, district, conference and general church levels.
- Support for the vision, mission, and core values of the New England Conference of The United Methodist Church.
- Willingness and ability to travel throughout New England, as well as nationally for connectional events and training. Expected to work weekends and evening, as needed.