

# Job Description

## Director of Stewardship & Finance

**Position:** Director of Stewardship & Finance

**Purpose of Position:** Lead the Oregon/Idaho Annual Conference as an advocate and resource for the local church in stewardship and shared ministries. Serve as Conference Treasurer, our chief financial officer, the primary source of advice and information on fiscal management. Assure professional application of all accounting principles and responsibilities in accordance with the current *Book of Discipline*.

**Duties & Responsibilities:**

A. Serve local churches as a resource person to assist them with stewardship interpretation concerning shared ministries and their local fiscal responsibilities.

B. Nurture and maintain within the Stewardship & Finance staff a positive, helpful attitude in responding to requests for information, reports, advice on fiscal or financial matters, interpretation of funds, ministries and services of the Annual Conference, so that all persons to whom we relate will know our sincere desire to serve.

C. Serve as Pension Office of the OR/ID Annual Conference

D. Serve on all boards and committees as mandated by the *Book of Discipline* and Conference rules.

E. Serve as the Registered Agent for all incorporated boards and agencies of the Conference in the State of Oregon. (The Eastern District Superintendent serves as the Registered Agent in the State of Idaho. When the EDS changes, the Director/Treasurer needs to initiate the change with the State of Idaho. There is also an annual filing that needs to be completed for each corporation in each state.)

F. Assure accurate accounting and appropriate management of all receipts and funds. Timely remit funds in accordance with the *Book of Discipline* and the actions of the Annual Conference. Authorize vouchers, payroll, and other expenses as directed by Council on Finance & Administration (CF&A).

G. Execute the policies established by CF&A regulating cash flow and the investment of Conference funds

H. Assist CF&A in its responsibility of Conference Budget preparation by (a) initiating the process by communicating to all involved participants (Conference personnel, boards and agencies) the format for budget submissions and timetable of dates; (b) assembling the preliminary budget into a useful format for CF&A and coordinating the entire budget process.

I. Supervise the accounting staff to accomplish the following:

- Calculate the shared ministry portion of all financial items approved by the Annual Conference, then print and distribute the information to district superintendents and local churches
- Carry out monthly closing procedures of the financial accounts and records. Prepare, review, analyze and distribute all reports associated with these monthly records.
- Ensure preparation and distribution of helpful reports of receipts and disbursements to persons, boards and agencies in a timely, accurate manner.

J. Attend meetings and training (national and regional events conducted by the General Council on Finance and Administration and General Board of Pensions and Health Benefits for Annual Conference Treasurers) to receive information, gain interpretations, learn new methods and strategies related to the work of this position.

K. Oversee the management of the Conference Center maintenance and repairs.

L. Carry out other responsibilities as necessary or assigned by CF&A.

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### **Qualifications:**

- A. Exhibit a strong faith commitment to spreading the gospel of Jesus Christ.
- B. Possess the knowledge of or be willing to learn, a clear understanding of the history, doctrine and polity of the United Methodist Church. The applicant must display a willingness to support the mission statement of the Annual Conference and the current *Book of Discipline* of the United Methodist Church.
- C. Managerial or supervisory experience.
- D. Bachelor's Degree.
- E. Demonstrated skill in public speaking and communication.
- F. Knowledge of non-profit organizations.
- G. Ability to work effectively with committees.
- H. Understanding of Generally Accepted Accounting Principles and business practices.
- I. Experience managing computerized general ledgers, spreadsheets, and data bases. Use of Microsoft Dynamics® recommended.
- J. Applicant must pass credit check, other background check criteria and be bondable.
- K. Develop and maintain the cooperation and goodwill of the people served.

**Accountability/Evaluation:** The Director of Stewardship & Finance reports directly to the Council on Finance and Administration, shall sit with the Council and its committees with privilege of voice but not vote, and is evaluated at least annually by the Personnel Committee of the Council.

**Compensation:** Cash Salary: \$63,000 - 73,000 DOE  
Benefit Package includes: Four weeks vacation, group health, life, disability insurance, business & professional expenses and pension plan

**Anticipated start date:** June 9, 2008

Qualified applicants may apply by submitting a current resume, references, and cover letter to: Chair of the Executive Search Committee at [cfaexecsearch@gmail.com](mailto:cfaexecsearch@gmail.com) no later than January 10,2008.