



Position Description –International Headquarters Minister-Preferred

Date	June 4, 2018
Title	Director of Finance
Education Requirements	Bachelor's Degree; CPA or MBA with Accounting
Experience Required/Desired	10+ years of accounting and accounting supervision Ordained Community of Christ Minister-preferred
Immediate Supervisor	Presiding Bishop
Employment Status	<input checked="" type="checkbox"/> Full Time (40 hours per week) <input type="checkbox"/> Part Time (20 hours or more per week) <input type="checkbox"/> Part Time (under 20 hours per week)
Summary of Position	<p>Provides operational leadership of Fiscal Services and serves as Fiscal Team Lead in supervising the daily operations of the Fiscal Team. Oversees accounting, treasury management, internal controls, tax reporting, and the audit process and reporting. Participates with the Presiding Bishopric in developing and maintaining the strategic financial plan of the church (development, analysis, forecasting, and reporting). Requires independent decision-making and problem-solving skills for routine tasks as well as for non-routine and crisis tasks related specifically to the church's financial health. Requires collaborative decision-making skills and an ability to identify and liaise well with appropriate stake-holders on broader topics where finance is just a portion of the conversation. This position includes tasks that are high in complexity with some customer service interaction.</p>
Essential Functions	<ol style="list-style-type: none"> 1. Coordinates the day-to-day tasks of all Fiscal Team members, balancing skill sets available with established and new process requirements, with the goal of creating an effective work team. 2. Develops new systems, methods, and reports with the goal of continuous improvement in the financial accounting system. 3. Responds to on-going needs and special requests for information by

	<p>coordinating team work flow with the goal of meeting all deadlines.</p> <p>4. Provides analysis and projection of financial information for various church leaders with the goal of providing useful information for managing church activities.</p> <p>5. Follows policies and procedures of the church and regulatory groups with the goal of full compliance in all financial activities of the church. Helps update and develop policies and procedures of the church related to the areas of the Presiding Bishopric's oversight.</p> <p>6. Supports the development of the annual Worldwide Mission Budget.</p> <p>7. Expected to preach and regularly teach in jurisdictions throughout the church at the discretion of the Presiding Bishop (if an ordained minister).</p> <p>8. Participates on the Investment Committee, World Church Finance Board, and other boards and teams as directed by the Presiding Bishopric requiring high-level confidentiality.</p> <p>9. Serves as consultant to the International Services Office and the Human Resource Ministry Team.</p> <p>10. Provides accounting management support for mission center offices with the goal of assisting the financial officer with accounting and reporting responsibilities.</p> <p>11. Supervises the audit function provided to mission centers including review of mission center internal control policies and procedures.</p> <p>12. Reviews Fiscal Team charter periodically to identify areas of emphasis for continuous improvement process modifications with the goal of on-going implementation of the charter.</p> <p>13. Coordinates the annual financial statement audit and prepares the audited financial statements with all supporting disclosures with the goal of accurate, proper and meaningful reporting.</p>
<p>Competencies/Skills</p>	<p>Required</p> <ol style="list-style-type: none"> 1. Ability to work well with others 2. Ability to balance priorities 3. Ethics and Values 4. Functional/Technical Skills (as related to accounting and financial management tasks) 5. Integrity and Trust 6. Planning (especially the ability to prioritize) 7. Process Management (especially managing others in implementing processes within a defined schedule) 8. Building Effective Teams (especially leading a particular team) 9. Total Quality Management (including developing processes where the team can help monitor and improve the quality of the process and products) 10. Written (and Verbal) Communications (especially knowing what needs to be communicated and when) 11. Leadership Skills (including the ability to effectively develop others and effectively delegate responsibilities to others)



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	<p>12. Extremely strong computer skills including high proficiency spreadsheet and database management applications (Excel in particular)</p> <p>Desired:</p> <ol style="list-style-type: none"> 1. Ability to manage and resolve conflict 2. Ability to innovate and find new ways to improve processes through the use of technology and other best practice improvements 3. Skill in presenting financial information to non-financial leadership, outside stakeholders, and large groups 4. Experience working in and with different cultures and in different languages 5. Familiarity with a variety of computerized accounting applications (IFAS, Shelby, others)
<p>Supervisory Responsibility</p>	<p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>All members of the Fiscal Team</p>
<p>Other Duties</p>	<p>Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Other duties, responsibilities and activities may be assigned when necessary.</p>
<p>Registered Youth Worker</p>	<p>Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date</p>
<p>Ministerial Status</p>	<p>Ordained Community of Christ Minister (Priest or Melchisedec priesthood) preferred.</p>
<p>Overtime Status</p>	<p><input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt</p>