Community of Christ

Position Description –International Headquarters

Date	**October 12, 2018**
Title	**Director of Finance**
Education Requirements	**Bachelor's Degree; CPA or international equivalent required**
Experience Required/Desired	**10+ years of accounting and accounting supervision**
Immediate Supervisor	**Presiding Bishop**
Employment Status	☒ **Full Time** ☐ **Part Time** ☐ **Part Time**

Summary of Position	**Serves as Director of Finance for all Community of Christ world church finances. Responsible for accounting, treasury management, internal controls, tax reporting, and the audit process and reporting. Supports 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.**
Essential Functions	1. Responsible for ensuring that all accounting transactions are appropriately recorded and documented including day-to-day supervision of Fiscal Team members. Performs cash management functions and oversees cash disbursements, cash receipts, accounts receivable, payroll, bank reconciliation and all other accounting functions. Has overall responsibility for all accounting functions of the church. 2. Collaboratively develops new systems, processes, and reports with the goal of continuous improvement in the financial accounting system.

	3. Responds to on-going needs and special requests for information from the Presiding Bishop to help coordinate the team work flow with the goal of meeting all deadlines.

4. Provides analysis and projection of financial information for various church leaders with the goal of providing useful information for managing church activities.

5. Follows policies and procedures of the church and regulatory groups with the goal of full compliance of 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.

6. Supports the Presiding Bishop in the development of the annual Worldwide Mission Budget.

7. Supports the Investment Committee, World Church Finance Board, and other boards and teams as directed by the Presiding Bishop requiring high-level confidentiality.

8. Serves as consultant to the International Services Office, Human Resource Ministries, and Risk Management.

9. Is the primary liaison to the external auditors for the annual financial audit and prepares the financial statements for audit with all supporting disclosures with the goal of accurate, appropriate and meaningful reporting.

10. Oversees the internal audit function provided to mission centers, campgrounds, affiliates and various accounts of the church, including review of internal control policies and procedures and compliance with church policy.

11. Supports the Presiding Bishopric in providing accounting and administrative support for field bishops, field support ministers and mission center officers with the goal of supporting field financial officers in their accounting, reporting, and compliance responsibilities.

12. Serves as the Fiscal Services Team lead. |
| **Competencies/Skills** | Required
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. Totally 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) 12. Extremely strong computer skills including high proficiency spreadsheet and database management applications (Excel in particular) Desired: 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 4. stakeholders, and large groups 5. Experience working in and with different cultures and in different languages 6. Familiarity with a variety of computerized accounting applications (IFAS, Shelby, others)
Supervisory Responsibility	☒ Yes ☐ No
Other Duties	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.
Registered Youth Worker	Employee is required to be a registered youth worker with Community of Christ or be able to register within 30 days of hire date
Ministerial Status	☐ Yes ☒ No
Overtime Status	☒ Exempt ☐ Non-exempt