

The Mission of the West Ohio Conference is to equip local churches to make disciples of Jesus Christ for the transformation of the world...a world of justice, love, and peace filled with people growing in the likeness of Jesus Christ.

The Controller will be responsible for preparation of the monthly reporting package and annual financial statements for a multi-entity organization with an operating budget of \$30 million, \$100 million in invested assets and \$35 million in annual cash flow.

Hired By: CFO
Supervises: Staff of 3-5
FLSA: Non-exempt
Schedule: This is a full-time position with hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. Additional hours may be required during peak times.

Reports To: CFO
Evaluated: Semi-Annually

Spiritual Requirements:

1. Professes Jesus Christ as Lord and Savior.
2. Active faith within a Christian faith community with significant knowledge of, or willingness to learn about, United Methodist beliefs, practices, and organizational structure.
3. Commitment to personal spiritual growth through regular study of scripture and prayer.
4. Considers this position a ministry calling, not simply a job.
5. Demonstrates the fruit of the Spirit (love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control) as a byproduct of a growing faith.

Professional Responsibilities (Essential):

Ensure successful day to day operations of all West Ohio Conference accounting and financial administration:

1. Manage day-to-day relationships with key partners: primary and secondary depository financial institutions and with investment managers
2. Provide timely, complete, and accurate answers to district and conference staff regarding accounting and finance questions
3. Ensure accurate and timely processing of accounts payable and receivable processes in a suitable dual control environment including cash and check control
4. Oversee monthly, quarterly, and annual reconciliations of all financial institutions and general ledger accounts
5. Manage and design accounting systems and platforms that meet Conference needs
6. Support the Director of Conference Benefits in the periodic reconciliation of invoices for pension, disability, vision, dental and health benefits for current and retired clergy
7. Answer or refer questions from local church pastors, business managers and others in a complete and timely manner

Design and drive processes that create timely and accurate accounting and reporting, presented in a way that builds confidence in and understanding of financial results:

8. Provide key analysis and input into the annual budget process, such as models for projecting staff cost inclusive of all benefits

9. Work with the CFO, district financial representatives, Director of Benefits and HR, and others to produce a budget for Annual Conference action
10. Incorporate the annual budget into the general ledger at a level sufficient to provide unit/departmental actual/versus budget reporting
11. Plan and prepare the conference and district staff for the annual audit process
12. Support the CFO with input, analysis, and feedback in preparation for financial updates to Annual Conference, cabinet and other forums as needed
13. Partner with technology personnel to ensure functioning and dependable platforms for accounting software

Create strong partnerships with paid and unpaid leadership on behalf of West Ohio Conference

Benefit Programs:

14. Source the Conference Board of Pensions and Health Benefits, Council on Finance and Administration, Trustees, and the Conference Investment Policy Committee (CIPC) with timely, complete, and accurate financial and investment information
15. Provide strategic staff leadership and partnership with and for the CFO/Director of Administration

Desired Outcomes:

16. Conference leadership (area directors) have confidence in the accuracy of conference financial information and receive information in ways that enable them to make informed spending and programming decisions
17. The WOC passes the annual audit without qualification; manageable/minor shortcomings noted on the management letter and no issues that repeat annually
18. Accounting and financial administration is carried out efficiently, fully utilizing staff talent and technical resources
19. Conference center staff that knows and follows financial administration policies and procedures

West Ohio Connectional Ministries staff—colleagues and key relationships:

20. Director of Benefits and HR
21. District Financial Representatives
22. All treasurer's office staff, particularly those involved in billing, accounts payable and accounts receivables

West Ohio staff supervisory responsibilities:

23. Directly supervises accounts payable, accounts receivable, reconciliation and reporting functions
24. Indirectly supervises district finance administrators (6 of 8 districts)

Professional Competencies:

1. Professional: Positively represents the Conference in word, deed, and attitude
2. Flexible: Willingness to adjust schedules and priorities as necessary
3. Hospitality: Welcomes all people, regardless of opinion or perspective
4. Trustworthy: Commitment to abide by a strict code of confidentiality
5. Self-starter: High degree of initiative to perform job responsibilities without prompting
6. Problem-Solver: Capable of finding solutions to challenges and obstacles
7. Organized and Deadline-Oriented: Ability to perform the essential functions of the job in a regular and predictable manner with a high degree of accuracy and attention to detail
8. Team Player: Ability to work effectively with others, both inside and outside the Conference
9. Lifelong Learner: Initiative to learn new skills, techniques, and ways to accomplish projects and goals

10. Coachable: Willingness to take direction, receive suggestions, and to be challenged

Education and Experience:

1. Bachelor's degree in Accounting required
2. Minimum of five years of supervisory experience in accounting and financial reporting for a nonprofit organization
3. Certified Public Accountant (active)
4. Experience with consolidated financial reporting and consolidated financial statement preparation
5. Experience with developing financial policies and procedures
6. Experience with internal control and operating procedure audits
7. Experience with nonprofit investment and fund accounting
8. Demonstrated understanding of post-retirement and other employee benefit obligations
9. Experience in designing and developing internal financial reports and key financial performance indicators
10. Expertise in developing, analyzing, and monitoring large scale budgets (\$15 million and an additional \$15 million in pass through items)
11. Experience with accounting systems administration

Work Environment:

This position operates in a professional office environment. This role routinely uses standard office equipment such as computer, text, phone, photocopier, scanner, filing cabinet and fax machine.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job: frequent computer use, walking, climbing stairs, standing, sitting, talking, hearing and repetitive motions. This position requires occasional kneeling, crouching, reaching, and lifting. This position requires the ability to lift 20 pounds occasionally. Special accommodations must be reported in writing to the Director of Human Resources.

Travel:

Occasional local travel; annual or semi-annual national travel.