

DESERT SOUTHWEST CONFERENCE UNITED METHODIST CHURCH



Chief Financial Officer (CFO)

The Desert Southwest Conference of The United Methodist Church Search Committee announces a national search for the next Chief Financial Officer (CFO) and invites inquiries and resumes for the position. The 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, assuring professional application of all accounting principles. Responsibilities also include the management and accounting of conference funds, pension and benefit plans, personnel administration, statistical data for all conference churches, insurance programs, office administration, and maintenance of conference-owned buildings and other assets. The CFO relates to the Council on Finance and Administration, Board of Pension and Health Benefits, Board of Trustees, Personnel Committee, and Equitable Compensation Commission. The CFO serves on the Extended Cabinet, as the Conference Statistician, and on other conference teams and committees when appointed or requested to do so.

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 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.
- Prepares and develops the Conference budget in consultation with the Council on Finance and Administration, Conference Connectional Table, and Board of Pension & Health Benefits.
- Executes the policies established by CFA relating to cash flow, investments, and other financial matters.
- Functions as controller when needed, making sure all general ledger work is correct in preparation for closing at year end and ensuring 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 and 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. Oversee any Conference fund-raising campaign contributions.
- Assists the Audit Committee of the Council on Finance and Administration with the annual audit and revise the procedures of the Finance Office according to the audit findings with consultation of CFA.
- Serves as Conference Statistician requesting, collecting, processing, and compiling the annual statistical data from all Conference churches. Also reviews, compiles, and submits this statistical data to the General Council on Finance and Administration through their online platform.
- 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). This also includes the administration of the Conference health insurance plans offered through Wespath's HealthFlex exchange, as well as, interpreting benefit plans to local churches and participants and coordinating

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training events as necessary. Responsible for developing recommended rates to bill churches and participants for the pension and health insurance plans.

- Serves on Board of Trustees by managing property responsibilities for the Conference office and Conference-owned parsonages. Also works with Conference Chancellor and applicable real estate brokers to obtain title to and sell assets of closed churches, deposit these sales proceeds in the new and vital faith communities' endowment fund, and report monthly on the earnings, uses, and balance in this fund.
- Provides counsel and guidance to local church treasurers, financial secretaries, and committees on finance in the development of standardized financial recording and reporting systems and tax issues. Oversees administrative areas of the Desert Southwest Conference office, ensuring compliance with the Book of Discipline, Conference office polices, applicable employment laws, regulations, and industry standards.
- Manages the semi-monthly Conference payroll, as well as the related quarterly and year end government forms (i.e., W-2's, 1099's, 941's, Workers Compensation, etc.).
- Provides oversight of the Human Resources and Benefits functions regarding, but not limited to, the establishment of Benefit Plans, Wespah relationships, and staffing, recruiting, and training of conference employees.
- Manages the development and implementation of fiscal, administrative, and human resource policies and procedures.
- Supervise the Assistant Treasurer and Benefits Administrator.

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, data bases, 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 is highly desirable.
- Support for the vision, mission, and core values of the Desert Southwest Conference of The United Methodist Church.
- Willingness and ability to travel throughout the Desert Southwest Conference, as well as nationally for connectional events and training. Expected to work weekends and evening, as needed.

Email resume and cover letter to jobs@gcfa.org

Closing Date: September 26th, 2022

No Staffing Agencies or Recruitment Firms

The Desert Southwest Conference is an Equal Opportunity Employer and actively seeks and encourages applications from minorities, women, and individuals with disabilities. All offers of employment are subject to the applicant successfully completing background, reference, and other applicable checks.