

Position Description
“Director of Finance & Operations”

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| Supervisor: Conference Minister | Effective Date: April 2017 |
| F.L.S.A. Status: Exempt | |

Definition: A salaried and exempt position of 30 hours/week at a faith-based organization. Position includes accounting/payroll, some human resources functions and oversight of other operational functions. Familiarity with fund accounting necessary.

Duties:

Accounting, Finance & Compliance

- Serve as the authoritative and responsible financial specialist for the Conference working with the Conference Minister to provide on-going analysis of the Conference’s financial situation
- Accurate and timely accounting of all accounts/funds, including management of all cash receipts and disbursements, payroll (utilizing Paychex outsourcing), deposits, and general journal entries
- Lead the preparation of an annual budget in consultation with the Finance Committee, Conference Minister, and Board of Directors. Prepare 3-year rolling budget forecasts for use in planning.
- Lead the annual audit process in a manner that results in an efficient and timely audit and a clean report. Ensure compliance with all federal and state filings.
- Produce monthly finance reports for Conference Minister and the Finance Committee and on a quarterly basis for the Board of Directors (or as requested)
- Prepare monthly financial reports for 3 Associate Conference Ministers’ departments routinely, and for committees and other departments upon request
- Prepare financial summaries for Annual Reports & Annual Meeting presentations
- Assist in annual preparation of narrative budget
- Maintain an internal control system that safeguards the assets of the Conference. Monitor adherence and make recommendations to improve processes and procedures related to financial management
- Manage all organizational insurance coverage (property, fire & storm, comprehensive, Directors’ liability, etc.) and provide for regular review to ensure adequate coverage
- Maintain files of all Minnesota Conference financial records and assets according to the record retention and document destruction policy

- Monitor short-term cash needs and prepare cash flow projections. Manage bank accounts and relationships with key banking personnel.
- Monitor intermediate and long term investments. In consultation with the Finance Committee and Board of Directors monitor alignment with investment objectives and policy
- Conduct annual inventory of all Minnesota Conference furniture, equipment, and other hard assets
- Provide primary staff support to the Finance Committee

Supervision

- Supervise A/R data entry volunteer

Human Resources

- Manage payroll process, including review of payroll submission to payroll processor, payroll tax and benefit deductions. Serve as primary liaison with the third party payroll administrator.
- Process and oversee benefits administration, including health, dental, life and disability insurance and retirement savings plan
- Track and maintain records on all employee absences (e.g. vacation, personal, sick, family leave, etc.) according to approved personnel policy
- Ensure employee compliance with Board-approved internal policies and procedures regarding financial management

Fundraising & Development

- Prepare donor reports for Development Officer or Conference Minister as requested

Property & Risk Management

- Provide for the annual and ongoing review of all Conference insurance and risk management needs
- Administrate the workers compensation insurance policy
- Ensure ongoing and proper maintenance and/or disposition of any non-camp real estate assets of the Minnesota Conference
- Work collaboratively with the Pilgrim Point Camp committee to address property maintenance of PPC property and any facility improvements at PPC

Office Administration

- Develop and implement a document retention policy, according to legal requirements
- Attend all staff meetings as requested by Conference Minister
- Other duties as requested and deemed appropriate by the Conference Minister

Qualifications & Skills

- Bachelor's degree in accounting
- Facility with accounting systems and development data bases (MN Conference utilizes Abila) and above average working skills with MS-Excel
- Solid understanding of fund-accounting and other not-for-profit accounting principles and practices
- Ability to communicate financial information in an understandable, user-friendly way to persons who are not specialists in financial matters
- Solid budget management skills, including budget development and forecasting
- Excellent organizational and communication skills
- Ability to establish and maintain effective working relationships with supervising personnel, co-workers, and volunteers

Other Required

- Ability to maintain confidentiality
- Excellent attention to detail
- Facility with the Microsoft Office suite and other applications necessary for office productivity
- Experience in faith-based and/or not-for-profit settings