

**New York Annual Conference
Position Description**

Job Title:	CFO & Director of Administrative Services
Department/Area:	Finance
Reports to:	Conference Council on Finance and Administration
Direct Reports:	Controller, HR & Benefits Manager, Information & Technology Consultant, and Property Manager
Classification:	Elected/Professional staff (exempt)

Summary:

Manages and directs the activities of financial accounting and reporting, administrative services, clergy & staff benefits, human resources, information technology, property management and treasury. CFO is also a participant in strategic and conference-wide planning activities. Communicates regularly with local churches, district superintendents and conference committees on financial and general business matters.

Principal Duties or Tasks:

CFO Duties

- Supervises staff responsible for the successful completion of all Finance activities including: annual audit of books and records (Conference, Board of Trustees, Camps & Episcopal Office), financial policies and procedures, financial statements and reports, statistical tables process, and funding plans for pension and healthcare liabilities
- Supervises staff responsible for the successful completion of all Accounting activities including: accounts payable, accounts receivable, billing, church apportionments, financial close, financial statement preparation, restricted fund administration, grant administration, credit card administration, loan administration, accounting systems, cash flow management and payroll for conference staff and affiliated entities
- Supervises staff responsible for the successful completion of all Clergy & Staff Benefits activities including: clergy data administration (appointments, compensation changes, retirements, etc), health care for active and retired clergy and laity, long-term disability programs, pension plans for active and retired clergy and laity, wellness programs, evaluation and implementation of new health and pension plans, financial hardship grants and retirement seminars
- Oversees banking and institutional fund management relationships, annual Budget Hearings process, Episcopal Office budget and support, restricted fund reporting and assists in the preparation of Council on Financial and Administration and Board of Pensions and Health Benefits reports to Annual Conference
- Provides detailed annual statistical analysis to the Bishop and Cabinet to support cabinet decision making.
- Provides detailed financial reports at each meeting of the Cabinet, Council on Finance and Administration, Parish Development Committee, Board of Pensions & Health Benefits and Board of Trustees.
- Issues periodic communications to church leadership on various finance topics (Housing Allowances, Insurance, Audits, Budget Inputs, etc.)

Administrative Duties

- Performs and administers the following Administrative Services functions: contracts between outside parties

and the conference, property & casualty, umbrella, auto and D&O insurance for conference-owned properties / assets, workers compensation insurance for all member churches & preschools, healthcare non-payment termination process.

- Supervises staff responsible for the successful completion of all Human Resources and benefits activities including: annual healthcare enrollment, clergy data administration (appointments, compensation changes, retirements, etc), staff hiring and termination, orientation of new conference staff, personnel manual updates, grievance administration and maintenance of personnel files.
- Supervises staff responsible for the successful completion of all Information Technology activities including: IT support services contract and relationship, data processing functions, LAN and server administration, phone system administration, security system administration, and hardware and software replacement.
- Supervises staff responsible for the successful completion of all Property Management activities including: managing the physical facilities of the Conference Center and Episcopal Residence by establishing and maintaining contractual or on-call relationships with vendors and coordinating building and equipment inspections. Administers activities associated with closed churches including insurance coverage, bank and investment account transfers, bill payment and the settlement of proceeds upon sale.
- Coordinates and oversees annual performance review, merit increase and whistleblower hotline processes

Other Duties

- Attends and actively participates in key Conference committee meetings including: Cabinet, Extended Cabinet, Council on Finance and Administration, Commission on Equitable Compensation, Parish Development Committee, Board of Pensions & Health Benefits, Personnel Committee, Long-range / Strategic Planning, Board of Trustees and Audit Committee.
- Responds to inquiries from church clergy, Treasurers, Finance Chairs and other individuals
- Plans staffing support for and participates in the execution of Annual Conference
- Works with Conference Chancellor on legal matters, fees & settlements
- Provides training at District Resource days, Compass meetings and at individual churches upon request
- Attends annual meetings of the General Council of Finance & Administration (GCFA) and National Association of Annual Conference Treasurers (NAACT)

Qualifications:

- Strong leadership, supervisory, interpersonal and communication skills
- Strong accounting skills with attention to accuracy and completeness
- Experience in financial reporting, financial statements and audits (Not-for-Profit, Fund Accounting preferred)
- Experience in health care and pension plan administration and post-retirement benefit obligations
- Ability to organize and manage multiple priorities and projects
- Ability to build, maintain and develop professional and support staff
- Bachelor's degree in accounting and a CPA or Masters in Business Administration
- Minimum of fifteen (15) years of experience in accounting / finance
- Minimum of ten (10) years of supervisory experience in accounting
- Advanced skill level in the use of Microsoft Excel, Word, PowerPoint and Outlook