

UNITED METHODIST CHURCHES OF INDIANA



Chief Financial Officer/Director of Administrative Services

The United Methodist Churches of Indiana (INUMC) invites inquiries and applications for the position of Chief Financial Officer/Director of Administrative Services (CFO/DAS). As Chief Administrative and Financial Leader of the Conference, the CFO/DAS is responsible for working with the Treasurer for the effective management of financial planning and reporting, as well as relationships with legal counsel, clergy benefits and Conference office staff. The CFO/DAS also is responsible for programs that assist local congregations in strengthening their financial activities as needed to support their ministries. This is a key role within the conference leadership team and the Cabinet, and advisor to the Bishop on financial, compliance, and administrative matters.

The INUMC is dedicated to fostering a vibrant and connected faith community across the state. We engage by facilitating connections to understand the unique local missions, challenges, and opportunities within our diverse communities. Our mission is to equip congregations with the tools and resources they need to serve their communities effectively. We empower leaders by organizing comprehensive training and support, enabling them to reach and inspire people both within and beyond the Church walls.

Primary Roles:

- Develop and maintain relationships with the Chancellor, Church Mutual and other insurance consultant(s), cyber security contacts, Wespath, General Council on Finance and Administration ("GCFA"), and the Indiana United Methodist Foundation.
- Serve as ex-officio member of various Conference agencies as requested.
- Collaborate with the Bishop, Cabinet and Board chairs on financial and administrative issues to fulfill the mission of the Conference – with a "let me help you solve it" resolve to bring missional transformation for Jesus Christ through the ministry of the United Methodist churches in Indiana.
- Prepare supporting material for all board/commission meetings.
- Develop and recommend policies for approval by applicable boards/commissions.
- Advise Bishop, Conference leaders and local churches with respect to compliance issues, stewardship, connectional support, and sustainability.
- Oversee risk management activity, including but not limited to, embezzlement response for local churches, Conference credit card reviews, and law enforcement issues.
- Administer/oversee Conference property management with the Conference Trustees, including but not limited to, Conference Center, closed church real estate, vehicles, equipment, and cell phones.
- Manage and coordinate commercial insurance policies for the Conference and ensure Conference has current investing policies and guidelines.
- Leads the development of the Annual Conference budget with CFA, seeking input from the Treasurer, Directors, Bishop and the Cabinet – as well as plans for general expenditures and revenues.
- Partner with Treasurer to interpret financial information/reports and related Conference policies in cooperation with the Cabinet, CFA, Trustees, Board of Pension and Health Benefits, et. al.

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- Provide oversight to the work of the Treasurer to coordinate all accounting-related issues for the Conference
- Prepare and conduct financial and administrative training sessions for District events
- Manage/coordinate all investing policies and guidelines in accordance with the UM Book of Discipline and INUMC policies.
- Oversee the work and directly supervise the Conference Treasurer, and the Associate Director of Administration, IT Manager, and Associate Director of Human Resources.
- Serve as primary staff support to the Conference Board of Trustees, Conference Board of Pension and Health Benefits, and will supervise the Human Resource staff.
- Perform projects and other duties as assigned/requested by Conference Council on Finance and Administration (“CFA”), Bishop and Cabinet.

Qualifications:

- Bachelor’s degree in accounting or finance related field of study required.
- Master of Business Administration (MBA) preferred. CPA license in good standing required.
- Five to Seven years’ experience in an accounting or finance related role preferred.
- Three to Five years’ supervisory experience preferred.
- Demonstrated innovation skills, adaptative experience, team spirit, expressed value of collaboration, desire to model environmental stewardship and efficiency.
- Efficient and effective organizational, administrative and relational skills.
- Strong communication skills: writing, speaking, and correspondence.
- Demonstrated ability to think critically and execute plans in collaboration with a large and diverse group.
- Understanding of and commitment to diversity (culture, race, gender, theology, age, etc.).
- Knowledge of (or willingness to learn) United Methodist denominational polity and organizational structure is essential.
- Active member of a United Methodist church preferred.
- Knowledgeable and supportive of the mission and ministry of the United Methodist Church.
- Ability to travel within the Annual Conference and to jurisdictional and connectional meetings as necessary.

The United Methodist Churches of Indiana 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.

Go to link to apply:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=269680&clientkey=E1CB377AF1A59C982D4A8BC33247365B>

Closing Date: Until Filled

No Staffing Agencies or Recruitment Firms