

Susquehanna Conference
of The United Methodist Church

Council on Finance and Administration

The Susquehanna Conference of The United Methodist Church, located in central and northeastern Pennsylvania, is seeking a Treasurer-Controller (a CFO level position). The Treasurer works in the Conference Office located in Mechanicsburg, near the capital city of Harrisburg.

A position description accompanies this email or can be found on the Conference's website (susumc.org) under the "About Us" tab in the "Finance and Administration" folder.

All inquiries and resumes may be directed to apply@susumc.org.

Susquehanna Conference of The United Methodist Church
303 Mulberry Drive
Mechanicsburg, Pennsylvania 17055
717-766-7441

**SUSQUEHANNA CONFERENCE
TREASURER-CONTROLLER
POSITION DESCRIPTION**

Purpose and Authority

This position shall be established and governed in accordance with the requirements and provisions of the Book of Discipline. The Treasurer-Controller shall have the authority and duties as Treasurer that are set forth in the Book of Discipline (Paragraph 619), as well as responsibilities in the area of administration that have been assigned by the Annual Conference and the Council on Finance and Administration (CF&A) in accordance with Paragraph 619.

The Treasurer-Controller shall work under the supervision and direction of C F&A and shall be responsible for sound business management of the finances of the Susquehanna Conference. The Treasurer-Controller shall work in cooperation with the Bishop, the Cabinet, the Conference Director of Connectional Ministries, Conference personnel, agencies, district personnel and local churches by providing them with accurate and comprehensive financial data and appropriate counsel on financial and administrative matters.

The Treasurer-Controller's job is to lead the finance department, oversee the financial health of the Conference, maximize business and finance opportunities, mentor and develop staff, prepare reports for appropriate bodies, and report to and participate on various Councils and Committees, all within the guidelines of the Book of Discipline.

Conference Treasurer-Controller Responsibilities

1. Provide leadership in the management of the finances of the Susquehanna Conference including accurate accounting of receipts, validation of appropriate authorization of disbursements, and investment of funds to optimize returns with minimum risk. It is essential that the Treasurer-Controller be aware of opportunities to work with personnel and funds in ways that increase productivity and efficiency, inform leaders and make decisions that will enhance the financial position of the Susquehanna Conference.
2. Supervise the members of the Finance Office staff by establishing clear individual expectations while fostering teamwork and providing segregation of duties to minimize risk of theft.
3. Represent the Finance Office by interfacing with General Church and all elements of the Susquehanna Conference.
4. Interpret Susquehanna Conference financial policies and procedures.
5. Review all reports and data prepared by the Finance Office and assure timely analysis and reporting .

6. Direct the control of all bank and investment accounts to minimize risk of theft and inappropriate disbursements and increase value with appropriate risk of principal per Conference investment policies.
7. Confer regularly with the Bishop and Cabinet including presence at Cabinet meetings except for matters relating to the making of appointments.
8. Provide data and analysis for annual budget preparation for the Susquehanna Conference including the collection of necessary historical data and preparation of a preliminary budget in a useful format for CF & A.
9. Provide calculation and analysis of apportionment formulas for consultation with CF&A, the Bishop and the Cabinet.
10. Be available for consultation/workshops on financial matters for local churches, clusters or districts.
11. Provide the auditor appointed by CF & A all of the appropriate financial statements and data thoroughly organized to facilitate a comprehensive and effective audit.
12. Attend Annual Conference and participate as directed by CF&A, the Bishop and the Cabinet.
13. Work collaboratively with the Director of Connectional Ministries in overseeing the operation of the Conference Center.

Expected Competencies

Ethical: Must exhibit the highest degree of ethical conduct to meet the requirements set forth in the Book of Discipline..

Confidentiality: The Treasurer-Controller frequently handles confidential information and must assure this information is diligently controlled within authorized boundaries.

Detail Oriented: Ability to identify and manage minute details relevant to management of the financial aspects of the Susquehanna Conference.

Accuracy: Ability to analyze/interpret financial data and compile reports with clarity and accuracy.

Organized: Develop and employ systematic methods for managing data and reporting the diverse accounts, policies and programs of the Susquehanna Conference.

Leadership Attributes and Performance Values

1. Is charismatic and energized, keeps learning
2. Lives values and leads by example
3. Demonstrates honesty and integrity and supports people
4. Demonstrates high performance value insight and judgment
5. Recognizes the need for change, accepts input, and can facilitate change.
6. Implements a global approach to the finances and business of the Conference
7. Builds teams and collaborative relationships consistent with Conference expectations.
8. Creates an inspiring vision and develops operational strategies.
9. Integrates operating and capital budgets with the Conference Strategic Plan
10. Handles complex challenges and establishes priorities efficiently and effectively.
11. Helps people grow through effective coaching and empowerment.
12. Proactively identifies potential problems and vulnerabilities
13. Identifies and eliminates obstacles to progress.
14. Cooperates and coordinates with subordinates, superiors and advisors

Educational Requirements and Expectations

Minimum of Bachelor's degree in a related field providing the necessary understanding of accounting principles and procedures.

Minimum of 10 years of experience in accounting with a minimum of 2 years accounting supervisory experience. Some non-profit experience is desirable.

Familiarity with integrated accounting computer systems utilized to manage all aspects of financial control of an entity with revenue in excess of 2 million dollars a year.

Excellent computer skills including without limitation Microsoft Word using styles, tables and integrated graphics, and Excel including the ability to build integrated financial models, generate pivot tables and effective graphical presentation of data for analysis.