



# Southern New England Conference

United Church of Christ

*Living the Love & Justice of Jesus*

## **Job Description**

<b><u>Position Title:</u></b>	Chief Financial Officer
<b><u>FLSA:</u></b>	Full-time/Exempt
<b><u>Salary:</u></b>	105,000
<b><u>Reports to:</u></b>	Executive Conference Minister
<b><u>Department:</u></b>	Executive Leadership
<b><u>Closing Date:</u></b>	March 28, 2024

### **Position Summary:**

The Chief Financial Officer and is responsible for the overall financial health of the Southern New England Conference by providing operational oversight of finance, budgets, facilities, and assets of the Conference to support and further the 4-part vision of the Southern New England Conference. In addition, the position has oversight of all conference financial policies, assuring that the vision of the Conference is furthered by such policies.

### **Key Duties & Responsibilities:**

- As a member of the Executive Leadership Team, the Chief Financial Officer participates in the development and implementation of Conference-wide policies and programs that will contribute to the overall financial success of the Conference.
- Manages the financial resources of the organization including accounting, finance, organization-wide budgets, investments, and treasury in accordance with generally accepted accounting principles for fund accounting and organizational policies and procedures
- Directs all Conference financial, accounting, and administrative functions and leads the Business Operations Team
- Maintains investment and banking relationships, monitors cash flow, calculates and implements investment utilization in accordance with organizational policy
- Oversees and implements changes to accounting systems as needed in an evolving organization comprising six distinct financial entities
- Assists with year-end closings and preparation of financial statements for annual CPA audits; works with independent auditors, audit committee, and staff to assure that financial statements accurately reflect financial position and activities
- Safeguards assets through the maintenance of proper controls
- Creates financial statements and reports for the Finance Committee, Board of Directors and Annual Meeting
- Provides oversight, planning and coordination of the business of the Annual Meeting;



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staffs the Annual Meeting Business Sub-committee of the Board of Directors

- Actively supports the mission of the SNEUCC; and undertakes special assignments for the Executive Conference Minister
- Assists the Board of Directors with SNEUCC policy formation and review
- Provides oversight in implementing policies, practices and priorities set by the Annual Meetings, Board of Directors, and Executive Conference Minister
- Works with Board of Directors, Board Committees and Executive Conference Minister to ensure that the Conference makes informed decisions regarding financial affairs
- Works with Board of Directors and Investment Committee to achieve Fund investment objectives
- Works with Board of Directors, Board Committees and Executive Conference Minister to ensure that all donor restrictions and Board designations are honored in letter and spirit

## *Conference-Sponsored Events*

- The Chief Financial Officer will be required to participate in Conference-Sponsored events throughout the year

## **Travel:**

Position may require in-person meetings in Rocky Hill, CT and Framingham, MA

## **Qualifications:**

- MBA or bachelor's degree in business, finance, accounting, or equivalent experience
- Master's degree preferred
- Must have 5+ years financial management experience
- Proven ability to work with Board of Directors to ensure the fiduciary compliance of board governance
- Proven leadership experience
- Proven track record of leadership
- Possess soft skills which ensure positive internal and external relationships
- Excellent written, and verbal communication skills
- Experience in a senior management position
- Possess the skills to think strategically, anticipate future consequences and trends, and incorporate them into the organizational plan

## **Physical Requirements:**

**Data Utilization** - Requires the ability to review, classify, categorize, prioritize, and/or analyze



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data, and/or information. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction - Requires the ability to apply principles of persuasion and/or influence.

Equipment, Machinery, Tools, and Materials Utilization - Requires the ability to use computer hardware and software and database systems in regular performance of job duties.

Verbal Aptitude - Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude - Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.

Functional Reasoning - Requires the ability to apply principles of influence systems, such as: motivation, incentive, and leadership. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

Situational Reasoning - Requires the ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

## **ADA Compliance:**

Physical Ability - Tasks involve the ability to travel to meetings outside office, exert moderate physical effort, and may involve some lifting, carrying, pushing and/or pulling of objects and materials up to 20 pounds. Tasks may involve extended periods of time at a keyboard or workstation and/or repetitive motion.

Sensory Requirements - Some tasks require visual perception and discrimination. Requires oral communications ability.

Environmental Factors - Tasks are occasionally performed with exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, or pathogenic substances.

Interested applicants must submit a cover letter and resume to [search@sneucc.org](mailto:search@sneucc.org) by no later than, March 29, 2024.