

**SOUTH CAROLINA ANNUAL CONFERENCE
THE UNITED METHODIST CHURCH**

JOB DESCRIPTION

CONFERENCE TREASURER/DIRECTOR OF ADMINISTRATIVE SERVICES

- BASIC FUNCTION:** Serves as the Chief Financial Officer for the denominational headquarters of The United Methodist Church in South Carolina, overseeing all financial affairs, administrative services, insurance programs and employee benefits.
- REPORTS TO:** Conference Council on Finance and Administration (CCFA) and the Resident Bishop, Columbia Area
- RELATES TO:** Annual Conference Extended Cabinet, United Methodist Center Trustees, SC Annual Conference Trustees, Commission on Equitable Compensation, Board of Pensions and Health Benefits
- SUPERVISES:** Controller (position vacant), Administrative Assistant for Payables (now Assistant Treasurer), Church Remittance/Receivables Bookkeeper, Benefits Officer, AA for Pensions, AA for Health Insurance, Human Resources/Payroll function, Property/General Insurance function, Receptionist, Print Media Services Manager
- DISCIPLINARY SUMMARY:** Basic structure of the Conference Treasurer/Director of Administrative Services is found in paragraph #619 of *The Book of Discipline, 2008*. Elected by SC Annual Conference upon nomination of the CCFA; directly amenable to CCFA; meets with CCFA & all committees with privilege of voice, but not vote
- REQUIREMENTS:**
- Evident Christian faith and commitment to organized church
 - Sound accounting skills with strong attention to accuracy and completeness
 - Excellent interpersonal skills with clear, compassionate communication abilities
 - Ability and desire to build team spirit in UM Center
 - Ability to organize and manage multiple priorities and projects
 - Ability to build and maintain superior professional and support staff to carry out work of the office with strong supervisory skills
 - Proficiency in all necessary software and hardware systems
 - Minimum Bachelor's Degree in related field; graduate degree preferred

Minimum of five (5) years experience in comparable position or related field

FUNCTIONS and RESPONSIBILITIES OF THE POSITION INCLUDE:

(FUNCTIONS MAY BE DELEGATED TO OTHER STAFF)**

- 1) Receive and disburse, according to annual conference action and the policy of CCFA, all funds belonging to the conference.
- 2) Administer benefits program of the annual conference, including direct billing of pension and health insurance costs to local churches and other agencies.
- 3) Serve as treasurer for any or all agencies served by the conference central treasury.
- 4) Prepare monthly financial statements and reports to the CCFA, bishop, districts, and all agencies for whom funds are held. **
- 5) Prepare monthly report to the treasurer of the General Council on Finance & Administration on all general church funds. **
- 6) Prepare annual financial report and secure full professional audit of all conference accounting records. **
- 7) Invest conference funds in accord with the policies of CCFA. Provide reporting on investment activity as directed by the Investment Committee of CCFA. **
- 8) Manage all data-processing functions of the office, including purchase and maintenance of hardware and software and supervision of all data-processing tasks.
- 9) Administer payroll and personnel functions of the conference, including pensions and insurance for conference employees. Maintain personnel files on all Conference employees including written annual evaluations by various supervisory boards. **
- 10) Administer property and liability insurance program for conference, including workers' compensation, directors and officers liability, and local church treasurers' bonding. **
- 11) Calculate "average net funds" for churches of the conference and compute apportionments for each annually, distributing to district offices
- 12) Reconcile bank statement monthly. **
- 13) Hire, supervise and train Administrative Services staff, including annual written evaluations, regular staff meetings and cross training.
- 14) Meet with Equitable Compensation Commission, disburse equitable compensation salary supplement to local churches monthly, and provide necessary reporting to commission.
- 15) Provide instruction and participate in leadership team for Local Pastors' Licensing School, District Leadership Orientation Workshops, and other district and conference meetings as requested.
- 16) Work with Connectional Ministries and other conference staff as requested in developing annual budget interpretation materials.
- 17) Within reasonable calendar constraints, be available to meet with districts, local congregations, finance committees, etc., to provide budget interpretation and education regarding the apportionment process and general stewardship education.

- 18) Meet with the CCFA and provide all resource materials and information necessary for the budgeting process and other such materials as may be requested. Prepare the CCFA report to Annual Conference.
- 19) As needed, meet with the Annual Conference Trustees and provide necessary resources. **
- 20) Serve as the conference staff person related to the United Methodist Center Trustees and work closely with them to provide information, financial data, and other resources they may need to fulfill their responsibilities. Implement decisions made by the trustees for the operation and maintenance of the Center. **
- 21) Manage the physical facilities of the United Methodist Center on a day-to-day basis, establishing and maintaining contractual or on-call relationships with vendors to service electrical systems, plumbing, the roof system, HVAC systems, snack machine, janitorial service, yard maintenance, regular pest control, fire-extinguisher checking and servicing, Fire Marshall inspections, elevator maintenance, etc. **
- 22) Provide for, negotiate and supervise security for the building, including locks, emergency exits, security lighting (indoors and out), contract with off-duty police officers to provide security morning and evening as employees arrive and leave work.
- 23) Manage the telephone service for the Center, including the physical phone system itself, the incoming line service, long-distance service and contracts, and pro-rate monthly bills to Center offices based on a formula including number of lines and phone sets serving each office. **
- 24) Oversee the work of Print Media Services including staffing and management issues, job costing, quality control and shop procedures.
- 20) Edit and adapt for S.C. Conference use, the Table I, II and III Local Church Report forms provided by the general church. Design worksheets, instructions, etc.; package and mail materials; work with district statisticians, district superintendents and district secretaries in the collection and proofing process. Prepare statistical tables for printing in the Journal and have electronic media prepared for GCF&A.
- 21) Relate to and work with connectional church agencies as appropriate particularly the General Council on Finance and Administration, the National Association of Annual Conference Treasurers and the UM Association of Church Business Administration including providing related necessary General Church information to CCFA.
- 22) Confer regularly with the Bishop, Cabinet and CCFA concerning the financial stewardship of the Annual Conference and is present for all Extended Cabinet meetings.
- 23) Other duties as may be assigned by CCFA.

EVALUATION:

There shall be an annual thorough written evaluation by the Executive Committee of the Conference Council on Finance and Administration in Consultation with the Resident Bishop. The evaluation shall then be shared at the next full CCFA meeting.