



Job Opportunity

Conference Treasurer and Executive Director of Administrative Services The United Methodist Church Rio Texas Conference

The United Methodist Church Rio Texas Conference in San Antonio, Texas is accepting applications for the position of Conference Treasurer and Executive Director of Administrative Services. As Chief Financial Leader of the Conference, the Director is responsible for effective management of financial planning, reporting, assets, property, and Conference Administrative personnel. The Conference Treasurer and Executive Director of Administrative Services provides for and executes the fiscal direction of the Conference through the establishment of effective accounting practices and sound management of the funds of the Conference. The Director also is responsible for programs that assist local congregations in strengthening their financial activities as needed to support their ministries. The Director is a key member of the conference leadership team, the Cabinet, Uniting Table, advisor to the Bishop on financial and administrative matters and is accountable to the Conference Finance Table. The Director is expected to support the mission of the Conference and model Christ-centeredness, excellence, fruitfulness, and collaboration.

See attached for a detailed job description and application. Please submit cover letter, resume, and application with references to:

Isabel Munoz, Associate Director of Human Resources
The United Methodist Church Rio Texas Conference
imunoz@riotexas.org
16400 Huebner Rd, San Antonio, TX 78248
210-408-4526 (Toll-Free) 888-349-4194

Additional questions may be directed to Isabel Munoz as noted above.

Deadline for submission: January 6, 2017



JOB OPPORTUNITY

DATE: November 1, 2016

JOB TITLE: Conference Treasurer and Executive Director of Administrative Services

POSITION TYPE: Full-Time

REPORTS TO: Rio Texas Finance Table

LOCATION: United Methodist Center
16400 Huebner Rd, San Antonio, Texas

FLSA STATUS: Exempt

GENERAL DESCRIPTION:

As Chief Financial Leader of the Conference, the Director is responsible for effective management of financial planning, reporting, assets, property, and Conference Administrative personnel. The Conference Treasurer/Executive Director of Administrative Services provides for and executes the fiscal direction of the Conference through the establishment of effective accounting practices and sound management of the funds of the Conference. The Director also is responsible for programs that assist local congregations in strengthening their financial activities as needed to support their ministries. The Director is a key member of the conference leadership team, the Cabinet, Uniting Table, advisor to the Bishop on financial and administrative matters and is accountable to the Conference Finance Table. The Director is expected to support the mission of the Conference and model Christ-centeredness, excellence, fruitfulness, and collaboration.

KEY DUTIES AND RESPONSIBILITIES:

Financial Management

- Perform the duties of Conference Treasurer as described in the Book of Discipline of the United Methodist Church (paragraph 619 in 2012 version).
- Execute fiscal direction of the Conference through the establishment of effective accounting practices and sound management of the funds of the Conference.
- Provide leadership, oversight, and management of the Administrative Services Center.
- Oversee the work of the Conference Comptroller in the administration of accounts receivable/payable, payroll, funds management, financial integrity program, property/liability program, and workers compensation insurance program.
- Conduct financial analysis of investments and bank accounts for conference funds to achieve appropriate cash flow of available funds while optimizing interest returns on reserves and managing risk of investment loss.
- Work with the Finance Table in coordination with Directors, the Uniting Table and other Conference committees in the development of the Conference budget and planning for both revenues and expenditures.
- Support the work of the Conference statistician by providing statistical information and interpretive reports from congregations to the Finance Table, Uniting Table, and the Bishop.

- Lead and oversee the operational administration of the Conference office and Mt. Wesley Conference Center including financial management, physical assets, facilities management and maintenance.
- Plan, equip and empower the Conference Administrative Services personnel in team-oriented support of field mission efforts, and maintain measures of effectiveness for future development.
- Advise and consult with Conference Directors in budgetary planning and initiatives.
- Oversee Conference programs on equitable compensation and moving expense reimbursement.

Property Management

- Work with the Conference Trustees to manage the Conference office building, Mt. Wesley Conference Center and other real property on behalf of the Annual Conference, including maintenance, insurance, improvements, rental and property sales.
- Maintain inventory of all equipment and supplies assuring Conference offices are adequately and appropriately equipped.
- Coordinate office communications and operational system needs with the Director of Communications.

Human Resources and Benefits Administration

- Serve as elected Treasurer for the Incorporated Conference Board of Pensions.
- Oversee and support the Conference Benefits Officer in benefits administration including support to Board of Pensions, budgeting, planning, analysis, direct billing processes and participant relations of Wespath and Conference Benefit Plans.
- Oversee and support the Associate Director of Human Resources in staff administration including budgeting, compliance, employment law, employee recruitment, retention, and personnel management.
- Provide support to the Conference Personnel Committee on appropriate staff support and reporting accountability.

Congregational Financial & Administrative Support

- Provide support to congregations in developing and maintaining sound accounting practices, insurance programs, and stewardship campaigns.
- Develop and present programs and other resources to help congregations strengthen their financial, administrative, stewardship, and strategic planning programs to support their mission and ministries.

Collaborative Work with other Conference Leaders

- Serve as Chief Financial Advisor to the Bishop.
- Work with the Bishop, Directors, Cabinet and Uniting Table on financial and administrative issues to fulfill the mission of the Conference: Leading congregations to welcome people to actively follow Jesus Christ.
- Advise and counsel all area Directors and Associates in cost-benefit calculations related to planned initiatives, grants, and asset acquisitions
- Work with the Conference Chancellor and Bishop on matters requiring legal counsel.
- Travel as needed for professional events and throughout the Annual Conference.

QUALIFICATIONS:

Education and Professional Experience

- Strong educational background and experience in financial management and administration with the execution of accepted accounting practices and principles.
- Preference given to candidates with a Bachelor's and/or graduate degree in management, finance or business related field.
- Minimum 15 years of progressively responsible experience in management and administration that has provided the requisite knowledge, skills, and abilities to serve as Executive Director.

Skills and Abilities:

- Is a fully devoted follower of Jesus Christ and committed to a Christ-centered lifestyle.
- Possess a clear understanding of the history, doctrine, polity, culture, structure and mission of the United Methodist Church and Rio Texas Conference.
- Conducts all communications and job duties with the highest level of integrity, professionalism, and

ethics.

- Has capacity for discretion, independent judgment and confidentiality.
- Shows and earns respect as a leader and is able to work harmoniously with constituents of the Conference, personnel, subordinates, peers, and others.
- Possesses effective listening, verbal, written, electronic, and oral communication skills; Bilingual in Spanish is a plus.
- Demonstrates strategic thinking with effective time management, multi-tasking, organizational development and project management skills.
- Is able to lead groups in development, setting goals and strategically organizing their work to produce desired outcomes.
- Is able to coach, motivate and resource Directors, pastors, congregations and Conference personnel to excel in their ministries.
- Is able to provide clear direction for the efforts of others.
- Is able to read, interpret, and draft policy documents in compliance with church doctrine and legal requirements.
- Demonstrates effective problem and conflict resolution skills with the utmost discretion and respect of others.
- Is able to lead, motivate and empower others with diplomacy, patience, perseverance, and diligence.
- Aligns tasks and responsibilities in helping the Conference achieve its mission of leading congregations to welcome people to actively follow Jesus Christ;

Licenses and Insurance

- Valid Texas Motor Vehicle License and auto insurance required.

STATEMENT OF PURPOSE:

The United Methodist Church Rio Texas Conference is a faith-based organization. The Mission of United Methodists of The Rio Texas Conference is to make disciples of Jesus Christ for the transformation of the world. We are empowered by the Holy Spirit to reach out, in the name of God, to the people of South Texas in the name of Jesus. We are committed to providing vital missions, vital congregations, and strong leaders to connect our churches to the people.

Employment is conditioned upon passing a background screening. The United Methodist Río Texas Conference is an “at-will” employer. Neither this job description nor any other oral or written representations may be considered a contract for any specific period of time. This means that the United Methodist Rio Texas Conference or its employees may terminate an employment relationship at any time, for any reason.

PROCEDURE AND DEADLINE:

Please submit cover letter, resume, and application with references to:

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