

**MISSION:**

The Mission of the West Ohio Conference is to equip local churches to make disciples of Jesus Christ for the transformation of the world... a world of justice, love, and peace filled with people growing in the likeness of Jesus Christ.

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**Hired by/Reports to:** Controller/Assistant Treasurer and dotted line to CFO

**FLSA:** Exempt

**Grade:** 18

**Supervision:** No supervisory responsibilities currently; may evolve to include leadership responsibilities in the future.

**Schedule:** This is a full-time position with hours of 8:00 a.m. to 5:00 p.m. Monday through Friday. Additional hours may be required during peak times. 3:2 Hybrid arrangements with Mandatory Monday

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**Essential Responsibilities:****Accounting Leadership & Operations**

- Assist with the day-to-day accounting operations of the West Ohio Conference and related entities.
- Assist with oversight of accounts payable, accounts receivable, general ledger activity, reconciliations, and perform month-end close processes to include required Journal Entries.
- Prepare reconciliations, including Intercompany Accounts and other General Ledger accounts delegated by Controller/Assistant Treasurer.
- Prepare timely and accurate District monthly, quarterly, and annual financial reporting.
- Prepare District financial statements, management reports, and supporting schedules.
- Adhere to entries, reporting and documentation in accordance with Generally Accepted Accounting Principles (GAAP) and nonprofit accounting standards.
- Oversee and manage fund releases in coordination with investment sub-accounts.
- Ensure District accounting operations are conducted efficiently, accurately, and consistently.

**Staff Leadership & Development**

- Display a team-based culture of accountability, customer service, collaboration, and continuous improvement.
- Assist and support accounting staff as directed by the Controller/Assistant Treasurer.
- Assist the Controller/Assistant Treasurer with review of delegated staff work for accuracy and timeliness.
- Serve as backup to the Controller/Assistant Treasurer.

**Financial Reporting, Budgeting & Analysis**

- Assist CFO with the preparation and monitoring of Districts' annual operating and capital budgets.
- Assist with supporting District leadership with timely financial analysis and decision-support reporting.
- Develop and maintain District management reports, dashboards, and key performance indicators.

- Partner with District Superintendents to understand financial results and improve budget accountability.
- Prepare financial information for District boards, agencies, and committees.

### **Payroll Administration & Compliance**

- Develop a complete understanding of the payroll submission process.
- Develop expertise in clergy payroll and denominational compensation practices.
- Assist the Controller/Assistant Treasurer with ensuring compliance with all federal, state, and local payroll regulations and reporting requirements.
- Assist the Controller/Assistant Treasurer with payroll audits, tax reporting, reconciliations, and year-end compliance activities.
- Contribute to continuous improvement of payroll processes, controls, and reporting capabilities.

### **Audit, Compliance & Internal Controls**

- Maintain documentation supporting District Financial transactions and controls.
- Ensure compliance with organizational policies, regulatory requirements, and best financial practices for District financial transactions and reporting.
- Partner with the Controller/Assistant Treasurer in identifying risks and recommending solutions that improve operational effectiveness and financial stewardship.
- Assist with preparation of schedules and workpapers for the annual audit.
- Partner with the Controller/Assistant Treasurer in developing and documenting accounting policies and procedures.

### **Systems Integration & Process Improvement**

- Collaborate with Controller/Assistant Treasurer, Information Technology, and District leaders to improve data integrity and workflow effectiveness.
- Collaborate with the Controller/Assistant Treasurer to evaluate system performance and identify opportunities for automation, efficiency, and process improvement.
- Assist the Controller/Assistant Treasurer in supporting system implementations, upgrades, testing, and conversion projects affecting finance operations.
- Ensure financial systems provide accurate, reliable, and meaningful information for District decision-making.
- Partner with the Controller/Assistant Treasurer and CFO on long-range financial systems strategy and continuous improvement initiatives.

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### **Key Relationships**

- Controller/Assistant Treasurer
- Chief Financial Officer
- Conference Benefits Officer and HR Director
- Conference Financial Staff Team members
- District Financial Representatives
- District staff
- External auditors

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### **Desired Outcomes**

- Accurate, timely, and meaningful financial information that supports effective decision-making.
- Active contribution to efficient accounting processes supported by strong internal controls.
- Active participation in successful annual audits with minimal findings and continuous process improvement.

- Partnering with Controller/Assistant Treasurer to maintain well-integrated financial systems that improve reporting accuracy, efficiency, and user experience.
- Demonstrates strong fiscal stewardship that supports the mission and ministry of the West Ohio Conference.

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### **Professional Competencies and Technical Accounting Expertise**

Strong knowledge of nonprofit accounting, fund accounting, GAAP, financial reporting, internal controls, and audit requirements.

- **Leadership** - Demonstrated ability to lead, develop, coach, and retain high-performing accounting professionals.
- **Systems Thinking** - Ability to understand complex organizational systems and improve the interaction between accounting, technology, and operational processes.
- **Systems Integration** - Experience evaluating, implementing, and optimizing financial, and business applications in a multi-system environment.
- **Strategic Problem Solving** - Ability to identify root causes, evaluate alternatives, and implement practical, scalable solutions.
- **Communication** - Ability to communicate complex financial information clearly and effectively to financial and non-financial audiences.
- **Integrity & Stewardship** - Demonstrates the highest standards of ethics, confidentiality, accountability, and responsible stewardship of organizational resources.

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### **Education & Experience Required**

- Bachelor's degree in accounting.
- Active Certified Public Accountant (CPA) license.
- Minimum of seven (7) years of progressive accounting experience.
- Experience preparing audited financial statements and coordinating external audits.
- Experience with nonprofit accounting, fund accounting, and complex multi-entity financial environments.
- Experience developing and maintaining accounting policies, procedures, and internal controls.
- Experience with accounting systems administration and integrated business applications.
- Demonstrated success leading process improvement and systems integration initiatives.
- Advanced proficiency in Microsoft Excel and financial reporting tools.

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### **Succession Planning Skill Sets Needed**

To ensure continuity of leadership and maintain the effectiveness of the Finance and Accounting function, candidates should be prepared to advance by demonstrating the following knowledge, skills, and experience, listed in priority order:

1. **Consolidated Financial Reporting**
  - Experience preparing and analyzing consolidated financial statements for complex organizations with multiple entities or reporting structures.
2. **Expertise in Complex Payroll Administration and Compliance**
  - Demonstrated knowledge of payroll operations, regulatory requirements, tax compliance, and internal controls.
3. **Investment and Endowment Accounting**
  - Knowledge of investment portfolio accounting, endowment management, and related financial reporting requirements.

**4. Leadership and Staff Development**

- Minimum of five (5) years of supervisory experience managing accounting and finance professionals, with a proven ability to develop talent and build high-performing teams.

**5. Pension, Retiree Healthcare, and Post-Employment Benefit Accounting**

- Strong understanding of pension accounting, retiree healthcare obligations, and other post-employment benefit programs.

**6. Industry and Organizational Experience**

- Experience working in a faith-based, denominational, healthcare, higher education, or similarly complex nonprofit organization.

**7. Advanced Education**

- Master's degree in accounting, Finance, Business Administration, or a related field is preferred.

***Key Leadership Competencies for Successors***

In addition to technical expertise, candidates should demonstrate:

- Strategic and critical thinking skills.
- Strong financial analysis and decision-making capabilities.
- Effective communication and stakeholder relationship management.
- Ability to lead organizational change and process improvement initiatives.
- Commitment to collaboration, mentorship, and staff development.
- High ethical standards and stewardship of organizational resources.

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**Work Environment**

This position operates in a professional office environment and requires regular use of computers, financial systems, communication technology, and standard office equipment. Hybrid work arrangements may be available in accordance with Conference policy.

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**Physical Requirements**

The employee must be able to perform the essential functions of the position, including frequent computer use, sitting, standing, walking, communication, and occasional lifting of up to twenty pounds, with reasonable accommodation available when appropriate.