Announcement for Job Position Opening
Disciples Church Extension Fund
CHIEF FINANCIAL OFFICER (CFO)

Description: The Chief Financial Officer will report directly to the President and oversees all aspects of the financial operations department including but not limited to accounting, financial planning, budget process, cash management, accounts payable, audits, loans, and investments to ensure the overall and enduring financial health of Disciples Church Extension Fund. The person in this position must be a leader and will participate in the strategic oversight of DCEF’s mission so that organizational priorities are implemented in financially prudent manners.

Essential Duties and Responsibilities include the following. Assumes other duties and performs special projects as needed or directed.

FINANCIAL

- Oversees all the accounting, loan, investments, securities registration, strategic, business planning, budgeting, and funding activities for DCEF. Interacts with the Board of Directors, specifically with the Audit, Finance and Loan Committees.
- Develops and continually reviews financial performance measures and metrics and then communicates the performance results of DCEF to staff and directors. Oversees the preparation of financial, analytical, and interpretive reports and the annual audit of DCEF’s financials. Periodically prepares, or directs the preparation of, pro forma and cash flow projections, to be used in making business decisions.
- Oversees cash management and leads the maintenance of adequate internal control systems and processes. Assesses DCEF’s need for all forms of capital and develops capital structure and acquisition plans. Develops and maintains relationships with financial lenders and negotiates banking arrangements and lines of credit.
- Manages Restricted Gift Program and Charitable Gifts/Trusts.
- Ensures accounting controls and procedures are appropriate and are properly employed and enforced. Recommend and implement updates as necessary.
- Manages IRS reporting for Annuity Trusts.
- Ensures that all federal, state, and local required filings have been made and are accurate and timely. This includes payroll taxes, 1099 filings, personal property tax returns, etc.
- Assumes the duties of the Loan Administrator, which require reviewing and approving loans presented by the Director of Lending, up to the loan limit outlined in the policies.

LEADERSHIP

- Collaborates with staff and provides advice for investment policy and ensures proper accounting for the investment department transactions.
- Maintains integrity of DCEF’s accounting system through providing leadership on the direction of effective accounting control, policies, and reporting. Ensures compliance with all internal and external reporting requirements.
• Directs internal Financial Services staff and external business partner performance by counseling, planning, monitoring, and evaluating job results.
• Leads the Interest Rate Team, reviewing recommendations from staff on interest rate changes and special rates.
• Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks.
• Interacts professionally on a regular basis with the Board of Directors, management, staff, vendors, investors, borrowers, related ministry partners, and the general public.
• Meets or exceeds goals set by the organization and the supervisor in alignment with the Strategic Plan.

DECISION MAKING

• Regularly reviews the loan pipeline report, ensuring that the organization is on track to hit monthly, quarterly, and annual goals. If not on track, identifying the areas of deficiency and presenting information and recommendations to the executive leadership team.
• Develops and provides direction in maintaining Financial Policies and Procedures and related documentation, regarding internal controls, loan processes, enterprise risk assessments, gift agreements, and restricted gifts.
• Provides advice and counsel to internal management team to assist in advancing the mission of DCEF.
• Oversees Current Expected Credit Losses (CECL) accounting standard for estimating allowances for credit losses on past-due loans, prepared by the Director of Financial Services.

CUSTOMER SERVICE

• Manages relationships, along with appropriate staff, with key business partners, including bankers, auditors, investment advisors, insurance brokers, other financial partners, and outside legal counsel.

SUPERVISORY RESPONSIBILITIES

• Direct supervision of the Vice President and Assistant Secretary
• Direct supervision of the Director of Lending
• Direct supervision of the Director of Financial Services
• Direct supervision of the Director of Investments
• A strategic mindset as a leader, with the ability to roll up your sleeves
• Commitment to and skill in empowering people to perform at the highest levels
• Ability to manage conflict well
POSITION QUALIFICATIONS/COMPETENCIES

- A Certified Public Accountant (CPA) with at least five (5) years of experience in Financial Analysis, Asset and Liability Management, Loan Processing, Capital Markets and Investments is preferred.
- Thorough knowledge and understanding of generally accepted accounting principles, FASB, as well as not-for-profit and fund accounting
- Experience in working with financial systems, and specific knowledge in accounting for investments, loans, and not-for-profits is preferred
- Commitment to ensuring effective, efficient, and faithful operations consistent with the standards of investment, lending, and programming institutions
- Excellent listening, communication, and training skills
- Solid presentation and negotiation skills
- High degree of integrity and ethics
- Well-developed analytical and problem-solving abilities
- Strong ability to work with teams of people in collaborative ways
- Knowledge or willingness to become familiar with DCEF as both a financial institution and a ministry of the Christian Church (Disciples of Christ) and polity of the denomination.
- Knowledge or understanding to the commitment of providing service to the whole Church, including addressing matters of systemic racism

PREFERRED EDUCATIONAL REQUIREMENTS AND/OR EXPERIENCE

- Bachelor’s degree in Accounting is required (MBA in Accounting or Finance is a plus)
- Highly proficient in Excel (including pie charts, pivot tables, etc.)

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED FOR THE JOB

- Certified Public Accountant License
- Series 63 Certification is a plus. This license is needed for state registrations to sell investments in certain states. The ideal candidate will successfully pass this exam within the first year of employment.

TRAVEL

- Occasional travel required (approximately 15%)

PHYSICAL/ENVIRONMENTAL DEMANDS

- Hybrid office environment
COMPETITIVE SALARY AND FULL BENEFITS OFFERED

- 14% of salary contributed to a fully funded pension plan.
- Health insurance plans available with partial employer paid premiums.
- Employer pays premiums for life, dental, and vision insurance.

Interested and qualified candidates should submit a cover letter, resume and salary requirements to:

Rhonda Hopewell
Vice President
Disciples Church Extension Fund
Post Office Box 7030
Indianapolis, Indiana 46207
rhopewell@disciplescef.org

Disciples Church Extension Fund does not discriminate in employment opportunities or practices based on race, color, religion, sex, national origin, age, disability, genetic information, or any other characteristic protected by law.