



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

Mission Statement:

Disciples Church Extension Fund (DCEF) inspires and empowers congregations to create Holy Places where people connect with God, each other, and the community.

Disciples Church Extension Fund is one of the General Units for the Christian Church (Disciples of Christ).

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. This position will also 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. Other duties may be assigned.

1. Oversees all of 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.
2. Develops financial performance measures and metrics and reviews and communicates the performance results of DCEF. 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.
3. 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.
4. Collaborates with staff and provides advice for investment policy and ensures proper accounting for the investment department transactions.
5. 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.
6. Manages relationships, along with appropriate VP's, with key business partners, including bankers, auditors, investment advisors, insurance brokers, other financial partners, and outside legal counsel.
7. Directs internal Financial Services staff and external business partner performance by counseling, planning, monitoring, and evaluating job results.
8. Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks.

9. 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.
10. Interacts professionally on a regular basis with the Board of Directors, management, staff, vendors, investors, borrowers, related ministry partners, and the general public.
11. Provides advice and counsel to internal management team to assist in advancing the mission of DCEF.
12. Assumes additional responsibilities and performs special projects as needed or directed.
13. Manages Restricted Gift Program.
14. Ensures accounting controls and procedures are appropriate and are properly employed and enforced. Recommend and implements updates as necessary.
15. Manages IRS reporting for Annuity Trusts.

Supervisory Responsibilities:

1. Direct supervision of the Vice President and Assistant Corporate Secretary
2. Direct supervision of the Loan Manager
3. Direct supervision of the Financial Services and Securities Compliance Manager

Position Qualifications:

1. A Certified Public Accountant with at least five (5) years of experience in Financial Analysis, Asset and Liability Management, Loan Processing, Capital Markets and Investments, and familiarity with the Christian Church (Disciples of Christ)
2. Thorough knowledge and understanding of generally accepted accounting principles, FASB, as well as not-for-profit and fund accounting
3. Experience in working with financial systems, and specific knowledge in accounting for investments, loans, and not-for-profits is preferred
4. Commitment to and skill in empowering people to perform at the highest levels
5. Commitment to ensuring effective, efficient, and faithful operations consistent with the standards of investment, lending, and programming institutions
6. Excellent listening, communication, and training skills
7. Solid presentation and negotiation skills
8. High degree of integrity and ethics
9. Well-developed analytical and problem-solving abilities
10. A strategic mindset, with the ability to roll up your sleeves
11. An understanding of DCEF as both a financial institution and a ministry of the church
12. Strong ability to work with teams of people in collaborative ways
13. Experience in and commitment to providing service to the whole of the Christian Church, including addressing matters of systemic racism
14. Ability to manage conflict well

Preferred Educational Requirements and/or Experience:

- Post graduate degree in Business or Finance
- Highly proficient in Excel

Certificates, Licenses, Registrations Required for Job

- Certified Public Accountant License
- Series 63 and/or Series 7 Certification a plus (required to be obtained within the first year of employment)

Travel

- Occasional travel required (approximately 15%)

Physical/Environmental Demands

- Office environment

Vaccination Policy

- DCEF has a mandatory vaccination policy. Applicants who receive a conditional offer for employment will be required to provide documentation or proof of vaccination status prior to first day of employment.

Competitive salary and full benefits offered.

Interested and qualified candidates should submit a cover letter, resume and salary requirements by Friday, December 16, 2022 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.