



Oregon-Idaho Conference

of The United Methodist Church

Job Title: Conference Treasurer and Pensions and Health Benefits Officer	FLSA Status: Exempt
Supervisor: Council of Finance and Administration	Benefit Eligibility: Lay or Clergy; Executive
Department: Finance and Benefits	Schedule: Full-time; 40 Hours per week
Location: Conference Center	Effective Date:

Position Overview:

The purpose of the position is to manage the fiscal life of the annual conference to enable the various ministries within the Annual Conference.

Principal Duties and Responsibilities (Essential Functions):

- Acts as Annual Conference Treasurer, providing leadership and oversight of all financial, accounting, and budget development and management activities. Supervises staff responsible for implementing related activities.
- Acts as Pensions and Health Benefits Officer for the annual conference. Provides strategic and operational leadership for all pensions and health benefits activities. Manages staff responsible for implementing pension and health benefits related activities.
- Participates as a member of or consultant to various annual conference committees and boards ensuring well-informed stewardship and finance information are components of decisions made.
- Acts as a church finance contact and subject matter expert between the annual conference, general church, local churches, clergy and conference committees. Provides training and consultation as necessary. Attends meetings sponsored by the General Council on Finance and Administration, the Board of Pension and Health Benefits, NW United Methodist Foundation and other organizations.
- Provides oversight and management of annual conference administrative and operational functions, including working with Conference Chancellor on legal issues as necessary.
- Provides general management of annual conference staff and clergy human resources related needs, such as new clergy/staff orientation and benefits related workshops.
- In consultation with the conference personnel committee, conference leadership and the Finance Office and leadership of the Pacific Northwest Annual Conference, continues to plan and implement collaboration and consolidation that leads to greater effectiveness and efficiency across the Greater Northwest Episcopal Area.

Qualifications & Skills:

- Bachelor's Degree; Master's Degree preferred.
- At least six years of experience in financial management, accounting, health/retirement benefits.
- Possess, or be willing to obtain, a clear understanding of the history, doctrine and polity of the United Methodist Church and of its global connection. Display a willingness to support the mission and vision statements of the United Methodist Church and the Annual Conference.

- Strong oral and written communication skills that facilitate effective communication with various audiences with differing levels of technical knowledge.
- Knowledge of non-profit organizations, specifically religious institutions and their unique financial management issues.
- Proven ability to work effectively with various stakeholders, committees, and groups.
- Knowledge of and experience implementing acceptable accounting practices.
- Experience using office and accounting software.
- Successful Experience managing merger of complex non-profit agencies would be a plus.

About the Conference:

The Oregon-Idaho Conference of The United Methodist Church supports the work of more than 200 churches and ministry settings across Oregon and southern Idaho as they seek to be Jesus' disciples in our communities by following the three principles of our church founder, John Wesley: Do no harm. Do Good. Stay in Love with God. Headquartered in Portland, our staff stretches across the great expanse of our Conference (geographic territory) to provide financial, spiritual, structural and technical support to our churches and ministry settings.

Who we are: The United Methodist Church has a long history of advocating for social justice, including civil and human rights. One of our major missional priorities is to dismantle racism in the church and society. We welcome and affirm LGBTQ+ persons at all levels of leadership in the church.

Working Conditions and Environment:

This position works in the Conference Office which is a general business and office environment. The person in this position will need to move about the office to access file cabinets, office machinery, etc.; sit frequently; will be continually required to utilize hand and finger dexterity, talk and hear, utilize visual acuity to read and use a keyboard; and occasionally lift/push/carry items less than 25 pounds. There is a low level of noise associated with this position.

This position requires travel within and outside of the annual conference as well as work during evenings and weekends.

The position is full-time exempt and offers a flexible-hybrid remote work arrangement within a compressed workweek schedule Monday – Thursday. The job is located in Portland, Oregon.

The final candidate for this position must have a valid driver's license with an acceptable driving record and must pass a criminal and credit background check.

This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

The Oregon-Idaho Conference of The United Methodist Church is an equal opportunity employer. We encourage and welcome applicants from a diverse background and strive to create an inclusive and equitable workplace.