



Oregon-Idaho Conference

of The United Methodist Church

Job Title: Interim Treasurer and Director of Finance and Operations	FLSA and Status: Exempt (limited term of 24 months)
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: April 1, 2022

Position Overview:

The purpose of the position is to manage the fiscal life of the annual conference to enable the various ministries within the Conference while supporting future growth between two entities with a shared mission.

This is a limited term position not to exceed 24 months.

Principal Duties and Responsibilities (Essential Functions):

- Oversees a small financial and benefits team as the Conference merges major business operations with another non-profit organization over the course of the next 12 to 24 months.
- Acts as Annual Conference Treasurer, providing leadership and oversight of all financial, accounting, and budget development and management activities.
- Acts as Pensions and Health Benefits Officer for the annual conference. Provides strategic and operational leadership for all pensions and health benefits activities.
- Provides oversight and management of annual conference administrative and operational functions, including working with Conference Chancellor on legal issues as necessary.
- 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, Faith Foundation Northwest, and other organizations.
- 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 a combination of financial management, accounting, health and 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 and collaboratively with various stakeholders, committees, and groups.
- Knowledge of and experience implementing acceptable accounting practices.
- Experience using office and accounting software.
- Organizational change management experience with a forward-looking holistic approach.
- 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 160 churches and ministry settings across Oregon and southern Idaho as they seek to be Jesus’ disciples in our communities by following the three principals of our church founder, John Wesley: Do no harm, Do Good, Stay in Love with God. Headquartered in Portland, Oregon, 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. Bishop Elaine JW Stanovsky is the Resident Bishop of the Greater Northwest Area, which encompasses the Oregon-Idaho, Pacific Northwest, and Alaska Annual Conferences.

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.

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.

This position requires travel within and outside of the Greater Northwest Episcopal Area as well as work during evenings and weekends.

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.