



# Community of Christ

## Central USA Mission Center Position Description

<b>Date</b>	December 14, 2023
<b>Title</b>	Associate Mission Center Financial Officer
<b>Education Requirements</b>	Bachelor's Degree required: Accounting preferred; Seminary Master's Degree preferred
<b>Experience Required/Desired</b>	5+ years of successful and progressive management experience preferred
<b>Language Proficiency</b>	English required
<b>Employment Status</b>	<input checked="" type="checkbox"/> <b>Full Time</b> (40 hours per week) <input type="checkbox"/> <b>Part Time</b> (20 hours or more per week) List hours per week: <a href="#">Click here to enter text.</a> <input type="checkbox"/> <b>Part Time</b> (under 20 hours per week) List hours per week: <a href="#">Click here to enter text.</a>

<b>Summary of Position</b>	The Associate MCFO is a promoter of Disciples Generous Response and promotes whole-life stewardship as an integral component of discipleship, modeling public ministry that is aligned with the church's identity, mission, message, and beliefs. The Associate MCFO collaborates and works with the MCFO to manage the financial assets within the mission center, representing the MCFO with the World Church, congregations, affiliates, governmental entities and community partners.
<b>Essential Functions</b>	<ol style="list-style-type: none"><li>1. Encourage incorporation of Disciples Generous Response and its principles into members' daily lives by preaching, teaching, and performing the sacraments.</li><li>2. Collaborate with MCFO in recruiting, appointing, training, supporting, and communicating with congregational financial officers.</li><li>3. Manage expenditures and the collection, receipts, and accounting of mission center and affiliate funds.</li><li>4. Supervise and support all accounting staff by coordinating the day-to-day tasks of team members, balancing skill sets available with established and new process requirements, with the goal of creating an effective work team.</li></ol>

	<ol style="list-style-type: none"> <li>5. Examine existing systems, methods, and reports with the goal of continuous improvement of the financial accounting and human resources processes assuring proper internal control and bookkeeping and accounting procedures are integrated into the administrative structure of the mission center and congregations.</li> <li>6. Respond to on-going needs and special requests for information by coordinating team workflow with the goal of meeting all due dates.</li> <li>7. Follow policies and procedures of the church and regulatory groups with the goal of full compliance in all activities.</li> <li>8. Provide accounting management support for congregations with the goal of assisting the congregational financial officers with accounting and reporting responsibilities as needed.</li> <li>9. Ensure accuracy of general ledger entries, reconciling Balance Sheet accounts quarterly, and reviewing all income and expense accounts.</li> <li>10. Responsible for all other duties that may be assigned.</li> </ol>
<b>Competencies/Skills</b>	<ol style="list-style-type: none"> <li>1. Demonstrated leadership experience in local congregation or mission center.</li> <li>2. Experience, knowledge, and understanding of accounting principles; non-profit fund accounting experience preferred.</li> <li>3. Detail oriented.</li> <li>4. Excellent communication skills: verbal, written and listening.</li> <li>5. Proficiency with the Internet, Microsoft Office, and ability to quickly learn other software.</li> <li>6. Ability to recognize, report, and resolve situations out of the ordinary or out of compliance.</li> <li>7. Understanding of the importance of confidentiality and integrity.</li> <li>8. Excellent customer service skills and interpersonal savvy.</li> </ol>
<b>Supervisory Responsibility</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Two full time experienced team members.
<b>Other Duties</b>	Please note that this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Other duties, responsibilities, and activities may be assigned when necessary.
<b>Other Requirements</b>	<ol style="list-style-type: none"> <li>1. Ordained Aaronic Priest or Melchisedec priesthood minister in Community of Christ.</li> <li>2. Registered Youth Worker or able to register within 30 days of hire.</li> <li>3. Completion of anti-harassment training is required within 30 days of hire and then required annually.</li> <li>4. Must be willing to relocate and live in the mission center.</li> </ol>
<b>Grade</b>	TIER 2 (MINISTER)
<b>Overtime Status</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-exempt



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