



DISCIPLES CHURCH EXTENSION JOB DESCRIPTION

Job Title: Director of Financial Services
Classification: Exempt
Reports to: Chief Financial Officer
Updated: January 2024

SUMMARY

To oversee and manage the accounting department. This position will oversee cash forecasting and management, investments of excess cash, the monthly close process, financial reporting, budgeting, annual audit, accounting for the loan loss reserve, accounts payable, accounts receivable, annual reporting, assist with the creation of board reports, and supervise accounting staff. This position will have a strong knowledge of accounting fundamentals and will continue to improve their skills and knowledge while staying current on new accounting standards that may impact our annual audit report.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

LEADERSHIP

- Works with loans, investments, development, and other financial services staff, and development to ensure timely and accurate processing of daily transactions
- Manages short-term and long-term cash with intentionality, developing and executing an approved strategy for cash management, including preparing and maintaining a 13-week cash flow projection. The overall cash goal is to maximize the effectiveness of our internal cash reserves while maintaining adequate short-term and long-term cash liquidity to pay expenses and fund loans per the loan pipeline report and anticipated investment redemptions
- Manages short-term investment portfolio, which includes researching and monitoring investment opportunities, working to execute and provide recommendations on our cash reserve investment strategies
- Directly supervises and participates in monthly and other periodic closings
- Evaluates, documents, and oversees the company's internal controls and segregation of duties in the accounting department to ensure protection of assets
- Manages Current Expected Credit Losses (CECL) accounting standard for estimating allowances for credit losses on past-due loans
- Ensures accounting controls and procedures are appropriate, properly deployed, documented, and enforced. Recommends and implements updates as needed
- Maintains and develops relationships with banking/investment advisors, auditors, and any other important partners
- Trains, develops, and mentors accounting staff to ensure cross training of duties, and the coordination and collaboration in an efficient and effective department
- Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, and establishing personal networks
- Completes semi-annual evaluations and reviews with direct reports

- Meets with staff regularly to review current issues, track goals, assign tasks, and provide training opportunities
- Works with leadership to provide a safe environment with opportunities to succeed

ORGANIZATIONAL

- Prepares and disseminates financial reports and other analysis as required to support management's analysis of DCEF's activities and comparison to budgets
- Maintains an in-depth knowledge of existing systems and makes appropriate recommendations for enhancements as needed to achieve organizational goals
- Meets or exceeds goals set by the organization and the supervisor in alignment with the Strategic Plan

FINANCIAL

- Ensures all financial transactions are accrual based, recorded correctly and timely, in accordance with GAAP, and as they relate to not-for-profits and fund accounting
- Ensures that all Statement of Financial Position accounts are reconciled monthly and tie to source documentation
- Prepare monthly reports and financial statements, highlights, President information, department budget-to-actual reporting, and present to the CFO for review and distribution.
- Assist the CFO with other reporting as needed (Finance Committee, Board Reporting, etc.).
- Under the direction of the CFO, participates in, and completes corporation-wide budgeting process and monthly reporting
- Prepares monthly mark-to-market and closing entries
- Updates and maintains the Budget Table with current information from the loan pipeline report and monthly reports, reviewing with the CFO monthly
- Serves as primary contact through the annual external audit, prepares and provides requested information, prepares the draft of the footnotes to the audit report, and proof-reads the entire annual audit draft, ensuring that everything ties out before finalizing
- Ensures that a W9 is on file for each vendor, 1099s are properly prepared, mailed, and filed with the IRS timely each year
- Provide backup for other accounting team members in all duties

SUPERVISORY RESPONSIBILITIES

- Financial Services Representative - Accounting

QUALIFICATIONS

- Understanding of and commitment to Disciples Church Extension Fund's mission, vision, and core values
- Strong background and knowledge of accounting, GAAP, and FASB rules is required
- Prior experience successfully leading an accounting department, managing staff is required. Experience in the banking industry and/or not-for-profit accounting is preferred
- Must possess the ability to execute plans, prioritize tasks, achieve goals, manage staff, all while hitting deadlines

EDUCATIONAL REQUIREMENTS AND/OR EXPERIENCE

- Bachelor's degree in general business, finance, or accounting is required
- Master's degree is a plus

CERTIFICATES, LICENSES, REGISTRATIONS REQUIRED FOR JOB

- CPA Certification is preferred
- Series 63 Certification is preferred
- Series 7 Certification is a plus

TRAVEL

Minimal travel required for meetings and professional enrichment

Physical/Environmental Demands

Hybrid office environment

Signature

Date

Chief Financial Officer

Date