



Job Title: Vice President of Financial Operations
Department: Financial Operations
FLSA Status: Exempt
Prepared by: Scott Ridout

SUMMARY

The Vice President of Financial Operations serves as the Chief Financial Officer of Converge. This person serves under the direction of the President and is responsible for overseeing the finance area of ministry. As a member of the Executive Management Team, this person shall advise in all areas of financial planning and management, oversee the accounting and investment of funds, and serve in strategic roles as deemed appropriate by the President and the Board of Overseers. In accordance with our mission to help people meet, know and follow Jesus by starting and strengthening churches together worldwide, this person must believe in our vision, live a life modeling a vibrant walk with Christ and hold to our Affirmation of Faith.

ESSENTIAL DUTIES & RESPONSIBILITIES

Leadership

1. To maintain a model of spiritual vitality while providing spiritual, ministry and administrative leadership for the accomplishment of Converge's mission and the effectiveness fulfillment of its mission and vision.
2. To humbly serve as a collaborative member with the Executive Management Team with the goal of helping all team members accomplish ministry objectives.
3. To maintain a central treasury, consisting of all funds which belong to Converge and its several offices and departments, to receive, to hold, to disburse and to manage such funds; and to provide a centralized accounting service for the same.
4. To maintain and oversee the operations of the Converge Foundation and Converge Endowment Fund.
5. To develop and oversee all related committees, including the Audit committee and Personnel/Compensation committee.
6. To strive to serve the entirety of Converge, including missionaries, districts and churches with great stewardship of finances and to invest in relational equity to accomplish our collaborative mission.
7. To represent Converge with all outside financial leadership organizations, including the Evangelical Council for Financial Responsibility.

General

1. To oversee treasury, budgeting, audit, tax, accounting and purchasing activities for the organization.
2. To develop and oversee financial systems that ensure the responsible stewardship and security of assets to advance ministry objectives.
3. To serve as financial consultant for each of the departments and to coordinate the keeping financial records, providing standardized forms and procedures for the proposed budgets of the departments.
4. To issue regular reports to the executives for the funds related to their responsibility, and to provide them with other special reports and financial information which will be helpful for efficient administration or as may be requested.
5. To employ such personnel as are necessary to the carrying out of assigned duties, subject to the limitations of the annual budget and personnel policies.

6. To prepare the annual budget for the CFO's office to be coordinated with the budgets of the other administrative offices in keeping with the approved policies and procedures under the direction of the President.
7. To be responsible for the fiscal management and accountability of the funds received from bequests, devises, annuities, wills, or other special gifts and to perform this same duty for other directives from the Board of Overseers.
8. To develop, implement, and be responsible for the ongoing practices of fraud prevention and internal control policies/procedures.
9. To advise leadership on appropriate risk management policies and implementation of investment guidelines and limits.
10. To stay up-to-date and conversant in modern technologies in the area of oversight.
11. To use investment abilities to strengthen financial standing and create opportunities for ministry advancement.
12. To oversee that Human Resource services are provided for the departments and auxiliaries.
13. To manage and to coordinate the various insurance programs.
14. To develop employees of the financial operations (Accounting, Human Resources and Facilities) office through professional, spiritual and team growth opportunities.
15. To oversee the property maintenance and rental/partnership agreements of the Orlando Headquarters and any other real property of Converge.
16. To perform other duties and responsibilities as assigned or requested by the President of Converge.

Board of Overseers

1. To establish major economic objectives and policies of the corporation subject to the Board of Overseers.
2. To submit a complete financial report to the Board of Overseers at its semiannual meetings and each biennial meeting of Converge.
3. To receive and to compile the budgets for Board of Overseers.
4. To present all recommendations to the Board of Overseers or its Executive Board in keeping with their approved policies and procedures.

SUPERVISORY RESPONSIBILITIES

Manages staff leaders in accounting, human resources, and facilities. Responsible for the overall direction, coordination, and evaluation of these unites. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; overseeing team performance, addressing complaints and resolving problems.

IMPACT ACCOUNTABILITY

The decision of the Vice President of Financial Operations has a significant impact on the well-being of Converge spiritually, financially, and relationally. Our stewardship is a trust from God, the districts, churches, pastors, congregants, and missionaries of Converge as well as a witness to a subject world.as a multi-faceted ministry, the complex work of financial accountability must be subject to broad controls while maintaining high confidentiality and resulting in the effective accomplishment of our mission and vision.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Skills needed include complete familiarity with basic computer functions and working capacity with technological tools. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE

The preferred candidate will have some or all of the following:
BA or BS in Business Administration, Finance or Accounting; MA or MBA focused in finance, business, leadership or management; Master's in Accounting or CPA is also acceptable. Significant related experience and/or training; or equivalent combination of education and experience. Financial oversight of a significant organizational or operational budget.

Experience in the non-profit sector is a plus. Supervision of multiple staff and departments. Significant leadership experience including implementation of strategic plans and projects, change management and process improvement. A deep personal commitment to Christ and a heart for the local church and global missions.

LANGUAGE SKILLS

Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write talks and articles using original or innovative techniques or style. Ability to make effective, persuasive and easily understandable presentations on controversial or complex topics to top management, public groups, and/or board of directors.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle or feel; reach with hands and arms; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision. This job also requires occasional travel.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The office environment is very collaborative with the expectation of cross department meetings. The work environment is a mix of offices with doors, cubicles, and meeting spaces. The noise level is moderate.