

Baptist Mid-Missions' Global Ministry Center

Position Description

Position: Treasurer

Department: Financial

Supervisor: President

Support: Assistant to the Treasurer, Accounting Manager

Status: Exempt



Our Mission

The Baptist Mid-Missions family exists to strategically advance the building of Christ's church, with His passion and for His glory, in vital partnership with Baptist churches worldwide.

Personnel Profile

The Treasurer will demonstrate a credible and vibrant Christian testimony evidenced through godliness and a servant's spirit. One of five officers of the Mission, the Treasurer is the chief financial officer with responsibility for all aspects of accounting as well as benefits and tax. Reporting to the Treasurer are the Accounting Manager, the Manager of the Tax Department, the Benefits Manager, and the Treasurer's Assistant. The Treasurer is also responsible for software directly relating to financial applications; these applications include general ledger, donor management, and several Access databases. It is imperative that all Baptist Mid-Missions personnel agree with and whole-heartedly support the organization's Articles of Faith and policies as a Baptist and separatist by conviction. The Global Ministry Center conducts its affairs in a business environment that requires a neat and professional appearance.

Training and Experience

- Bachelor's degree in a business-related field, preferably with an emphasis in accounting
- Experience with non-profit accounting, audits, and budget preparation
- Experience managing staff

Responsibilities

Accounting

- Supervise the Accounting Department working with the Accounting Manager.
- Manage month-end and annual close, prepare all journal entries related to banking and investments that are not created by normal accounting functions (deposits and checks).
- Approve all outgoing wire transfers and inter/intra bank transfers.
- Approve all invoices and check disbursements.
- Prepare the annual operating budgets for the US and Canada, in conjunction with GMC departments.
- Prepare monthly budget performance reports for distribution to GMC departments.
- Monitor monthly operating results, projecting year-end results, adjusting when necessary to stay on plan.
- Prepare interim financial statements for the Finance Committee and Elected Council. Facilitate discussion of financial statements and other relevant financial matters in quarterly Finance Committee meetings and semi-annual Elected Council meetings.

Administrative

- Manage the annual audits, both the US and Canada, providing PBC schedules and responding to inquiries from auditors.
- Administer the 403(b) plan (Mission-wide).
- Administer the group insurance plan (Mission-wide).
- Administer property and liability insurance coverage/policies (Mission-wide).
- Administer federal and state regulatory compliance/filings.
- Instruct in Candidate Seminar and Launch Seminar.

Investment and Cash Management

- Manage daily cash flow of the organization including overnight investments.
- Manage longer-term investment of surplus cash and make investments in accordance with investment policy.

- Manage investment of Mission endowment as well as trust and support funds in accordance with Finance Committee guidelines.
- Supervise the preparation of trust and fund quarterly statements (prepared by the Stewardship Department).

Meetings

- The Treasurer is a member of the Administrative Staff and attends all staff meetings.
- The Treasurer is a member of the Executive Team and attends all meetings.
- The Treasurer is not a member of the General Council but does attend all meetings except for executive sessions.
- The Treasurer is not a member of the Finance Committee within the General Council but prepares the agenda and attends all meetings. When the meeting is by phone, it is customary for the Committee Chairman to moderate as the Treasurer leads the discussion.
- The Treasurer is not a member of the board of BMM Canada but does attend all meetings and serves in a role equivalent to his role in the US operations.

Missionary Finance

The Global Ministry Center has an Administrator for Missionary Finance responsible for all matters associated with missionary finance except the following:

- Prepare verification of employment for missionary personnel.
- Prepare the monthly remittance to missionary personnel.
- Provide documentation necessary for missionary personnel to enter/remain in their fields of service.

The Treasurer will work closely with the Administrator for Missionary Finance to ensure that missionary finance transactions are in compliance with all relevant IRS regulations and Mission policies.

Skills

- Proven experience in accounting or financial roles
- Experience in utilizing financial software and tools for analysis and reporting
- Proficiency in Microsoft Office Suite, particularly Excel and Word
- Leadership skills with the ability to effectively manage and guide a team
- Effective written and verbal communication skills, both internally and externally
- Time management: ability to multi-task and complete tasks in an organized and timely manner

For further information regarding employment with Baptist Mid-Missions contact
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