

OCA CENTRAL ADMINISTRATION

Job Description

Exempt

TREASURER OF THE ORTHODOX CHURCH IN AMERICA

Direct appointment by the Metropolitan with confirmation by the Holy Synod and endorsement by the Metropolitan Council.

This is a part-time, stipend position, with supervisory responsibility over an experienced Accounting Manager. This position does not have to be local, but the treasurer will be asked to attend at least four-six meetings annually (listed under **QUALIFICATIONS** below), as well as the All-American Councils.

Supervisory and Job Controls: Reports directly to the Chancellor of the Church; also accountable to the Metropolitan, the Holy Synod, the All-American Council, and the Metropolitan Council. The Treasurer regularly reports on the overall areas of responsibility, financial management of the OCA, and discusses with the Chancellor: priorities, concerns, and financial expectations. The Treasurer in consultation with the Finance Committee of the Metropolitan Council keeps the Chancellor and Metropolitan informed of financial matters and unforeseen events. The Treasurer directly supervises the Accounting Manager, a professional who performs the daily accounting and bookkeeping duties.

DUTIES

1. Serves as the chief financial officer of the OCA, ensuring that all financial activities are carried out in accordance with best practice principles for non-profit financial accountability, as adopted and implemented by the Church.
2. Oversees work of the financial office, including financial and accounting system controls and standards. Implements and maintains effective internal controls to ensure protection of financial assets and reliability of financial statements.
3. Develops sound financial plans and projections linking strategic goals with measurable financial objectives for review with the Finance Committee of the Metropolitan Council.
4. Oversees OCA budgeting, expense management and financial accounting activities.
5. For all funds, develops and oversees the administration of the accounting and budgeting system(s) (unrestricted, restricted, endowed, capital, trusts, etc.) which comply with information and reporting requirements of internal and external agencies and provides meaningful and understandable stewardship to the Metropolitan Council and donors.

6. In conjunction with the Metropolitan and the Chancellor, prepares the annual operating budget. Reviews the proposed budget with the Finance Committee, which finalizes and submits to the Metropolitan Council for approval.
7. Oversees management of the approved budget, ensuring Church operations are within budget guidelines and monitoring expenditures to maintain alignment with actual income results.
8. Supervises the cash flow and in communication with the Accounting Manager directs the transfer of financial assets as necessary. Establishes and controls line items of expenses for efficient and effective accomplishment of the Church's mission.
9. Coordinates development and approval of capital budgets and monitors the budgets of capital projects.
10. Oversees all aspects of income development, e.g., income from diocesan remittances, special appeals, Stewards of the OCA, endowments, grants, gifts, trusts and investments.
11. Reviews reports from investment managers of long-term assets with the Finance Committee, evaluates performance of investments and, as authorized, reallocates assets.
12. Supervises the generation of regular, timely financial reporting on the Church's financial status, for the Holy Synod of Bishops, Metropolitan Council, Finance Committee, and general membership. Reports include income and expense statements, balance sheets, cash flow analyses, investments performance, fund development results, and regulatory agency-required documents. Ensures the timeliness and accuracy of all reports.
13. Develops and maintains primary banking relationships, cash management systems and short and long term credit arrangements.
14. In accordance with established best practices and statutory requirements, ensures financial transparency and accomplishment of regular independent audits. Liaises with the Auditing Committee and the external auditor on audits. Reviews the Accounting Manager's preparation for audits and implements audit suggested improvements following endorsement by the Metropolitan Council.
15. Serves as Corporate Treasurer of the Orthodox Church in America.
16. Serves as an *ex-officio* voting member of the Metropolitan Council.
17. Serves as administrative liaison to the Finance Committee of the Metropolitan Council.

18. Has oversight of financial accounts of Representation Church of St. Catherine the Great Martyr. Reviews monthly financial statements. Assists bookkeeper in preparation of annual report to the Moscow Patriarch.
19. Possible duties may eventually include directing fund raising, encouraging and overseeing development and growth of endowments; and working with the Finance Committee to provide for the investment and management of the endowment funds; ensuring that all fund raising is within the context of Christian stewardship practices, best practices and policies of the OCA, including the Donor Bill of Rights.

Other Duties as Assigned.

QUALIFICATIONS

- Ability to have a trusted and confidential interpersonal working relationship with the Chancellor and Chancery Administrator.
- Ability to supervise the Accounting Manager, who is on-site, via e-mail and telephone.
- Master's degree or equivalent in accounting, business administration, management, public administration, finance or a related field preferred.
- CPA certification preferred.
- Well-rounded knowledge of financial and business practices, methodology, and procedures including compliance requirements of government regulatory agencies and generally accepted accounting principles for not-for-profit accounting.
- Good oral and written communication skills.
- Thorough knowledge of the financial structure of the OCA.
- Ability to consult and advise on sensitive and important financial management issues.
- Knowledge of financial software (Blackbaud Financial Edge).
- Member in good standing of the Orthodox Church in America.
- Proven ability to work effectively as a team member.
- Ability to attend All-American Councils, normally held triennially.
- Ability to attend semi-annual Metropolitan Council Meetings in the spring and fall.
- Ability to attend semi-annual Holy Synod Meetings in the spring and fall.
- Ability to meet on-site for one or two additional meetings annually.