

OCA CENTRAL ADMINISTRATIVE OFFICE

JOB DESCRIPTION

TITLE: Treasurer of the Orthodox Church in America

EXEMPT

REPORTS TO: Metropolitan

Part-Time Position (average 20 hours/week)

Salary range: \$45,000 - \$50,000 annually

Benefits: Health Insurance, OCA Pension Plan

Supervisory and Job Controls: The Metropolitan assigns the overall area of responsibility, to wit, financial management of the OCA, and discusses with the Treasurer priorities, sensitive issues, and expected results. Within those constraints, the Treasurer in conjunction with the Finance Committee, keeps the Metropolitan informed of extraordinary events. The treasurer serves as administrative liaison on the Finance Committee of the Metropolitan Council.

Major Duties

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, and in accordance with generally accepted accounting principles (GAAP). 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. Directly or indirectly oversees the following:

1. Develops sound financial plans and projections linking strategic goals with measurable financial objectives for review with guidance from the Finance Committee.
2. Develops and administers an accounting and budgeting system for all funds (unrestricted, restricted, endowed, capital, trusts, etc.) which complies with information and reporting requirements of internal and external agencies and provides meaningful and understandable stewardship to the Metropolitan Council and donors.
3. Preparation of the annual operating budget in conjunction with the Finance Committee . Execution of the approved budget to ensure that Church operations are within budget guidelines and monitors expenditures to maintain alignment with actual income results. Manages cash flow and 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. Assists Chairs of Church Departments and offices in presentation of their annual requests for funding and confers regularly with them through the Director of Ministries and Communications to review financial updates and offer direction when required.

4. Coordinates development and approval of capital budgets and monitors the budgets of capital projects.
5. 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 statement, balance sheet, cash flow analysis, budget variance report, investments performance, fund development results, and regulatory agency-required documents. Ensures the timeliness and accuracy of all reports.
6. Develops and maintains primary banking relationships, cash managements systems and short and long term credit arrangements.
7. In accordance with established best practices, ensures financial transparency and accomplishment of regular independent audits. Liaises with the Auditing Committee and the external auditor on the quarterly and annual audits, respectively. Ensures proper preparation for annual financial audit. Implements audit suggested improvements following endorsement by the Metropolitan Council.
8. Reviews and monitors financial information, including financial reports, published by the various dioceses of the Orthodox Church in America, to determine what impact, if any, the financial performance of the dioceses may have on the finances of the OCA and communicates any significant findings to the Holy Synod of Bishops and the Metropolitan Council.
9. Supervises Finance Department staff.
10. Cooperate completely with the Internal Audit Committee within the scope of their Charter.
11. Performs other duties as assigned.

Job Requirements

1. 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.
2. Good oral and written communication skills.
3. Ability to consult and advise on sensitive and important financial management issues.
4. A bachelor's degree in a related field is a minimum requirement for this position. While not a pre-requisite, the possession of a Master's degree or equivalent in accounting, business administration, management, public administration, finance or a related field is desirable.
5. Possession of CPA certification or demonstrated equivalent in education and experience is desirable.

6. Knowledge of current software (Blackbaud Financial Edge) a plus.
7. Must be a member in good standing of the Orthodox Church in America, or a member of another Orthodox jurisdiction who is willing to become a member of the Orthodox Church in America.
8. As a salaried position, the position of OCA Treasurer is FLSA exempt; some weeks will involve more than 20 hours of work while other weeks will require fewer than 20 hours; job responsibilities will include travel, meetings, consultation, etc.
9. Relocation to the Syosset, NY, area is not a requirement, although regular visits to the OCA Chancery will be necessary

Personal Relations

Reports to and is the primary advisor to the Metropolitan on financial management. Work demands frequent association with members of the Metropolitan Council, Chancery Administration, diocesan leaders, and diocesan financial managers, as well as contacts with external agents, such as accountants, attorneys, and the media.

Signature & Date

This job description accurately describes the duties and responsibilities of the position of Treasurer.