

Position Description

Position Title	Chief Financial Officer of the Synod (Treasurer)	
Position Number	01CFOE	
Classification	Full-Time, Exempt	
Salary Grade	SM1	Eligible for Cell Phone Allowance: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Organization	The Lutheran Church – Missouri Synod	
Department	Chief Financial Officer	
Location	International Center, St. Louis, Missouri	
Date	August 2019	

Position Profile

The Chief Financial Officer of the Synod, oversees all financial-related areas, including accounts receivable, cash receipts, general and cost accounting, internal audit, budgeting, and corporate insurance. The Chief Financial Officer is an officer of the Synod and must abide by the rights and duties of the Constitution Article XI A.

Essential Job Functions

Bylaws 3.4.1–3.4.1.2 provide the general requirements and expectations of the office:

3.4.1 The Chief Financial Officer shall administer the financial affairs of the Synod, excluding the synodwide corporate entities, the districts, the Concordia Plans, and Concordia Plan Services.

3.4.1.1 The Chief Financial Officer shall be an officer of the Synod and a layperson appointed by the Board of Directors of the Synod in consultation with and with the concurrence of the President of the Synod.

3.4.1.2 The Chief Financial Officer shall serve a three-year renewable term of office during which he/she shall serve at the direction of the Board of Directors.

(a) He/she may serve an unlimited number of terms.

(b) Each reappointment by the Board of Directors shall be after consultation with and with the concurrence of the President of the Synod.

Bylaws 3.4.1.3–3.4.1.4 provide the more specific responsibilities of the office:

3.4.1.3 The Chief Financial Officer also serves as the Treasurer of the corporation and shall (a)

carry out the duties of the office in accordance with the rules and regulations adopted by the Synod and as directed by the Board of Directors of the Synod;

- (b) receive and disburse the moneys of corporate Synod and keep accurate account of them under the instruction of the Board of Directors of the Synod;
- (c) act as the depository for all funds in the hands of corporate Synod's boards (excluding the Concordia Plans and Concordia Plan Services), commissions, officers, and employees who by virtue of their office act as custodians or trustees of such funds;
- (d) keep informed about financial affairs of the synod wide corporate entities;
- (e) serve, if the board's representation is not otherwise designated, as a nonvoting member of the governing boards of the Concordia University System, The Lutheran Church—Missouri Synod Foundation, The Lutheran Church Extension Fund—Missouri Synod, the Concordia Plans, Concordia Plan Services, and Concordia Publishing House, and on the investment committee of the Concordia Plans and Concordia Plan Services;
- (f) keep on file a correct list of all devises and bequests that directly or indirectly have been given to corporate Synod. Legacies and bequests made to other agencies of the Synod shall be reported annually to the Chief Financial Officer as part of the audit process;
- (g) report regularly to the Synod through an official periodical and at every meeting of the Synod in convention on the performance of his office;
- (h) be authorized to borrow in the name of the Synod, provided its Board of Directors has first determined the amounts and conditions under which such moneys shall be borrowed;
 - (1) Instruments relative to such borrowing shall require two signatures;
 - (2) One shall be the Chief Financial Officer and the other shall be another officer of the Synod designated by the Board of Directors of the Synod;
- (i) at any time submit to an audit of official books and accounts when so ordered by the Synod or its Board of Directors; and
- (j) perform other work as the Synod in convention, the President, or the Board of Directors of Synod may assign.

3.4.1.4 The Chief Financial Officer shall work closely with the Chief Administrative Officer and the Chief Mission Officer in carrying out the programmatic, administrative, and financial functions of the national Synod.

Other bylaws provide additional criteria and responsibilities for the Chief Financial Officer:

3.5.1 The Administrative Team shall assist the President and the Board of Directors of the Synod in carrying out their respective responsibilities for oversight, supervision, management, and coordination as set forth in the Constitution, Bylaws, and resolutions of the Synod and according to the triennial emphases adopted by conventions of the Synod.

3.5.1.1 The Administrative Team shall consist of the President, the First Vice-President, the Secretary, the Chief Financial Officer, the Chief Mission Officer, and the Chief Administrative Officer and shall be under the leadership of the President.

3.5.2 The Operations Team shall assist the President and Board of Directors of the Synod in carrying out their respective responsibilities of oversight, supervision, management, and coordination of the operations of the national office and according to the triennial emphases adopted by conventions of the Synod.

3.5.2.1 The Operations Team shall consist of the Chief Mission Officer, the Chief Administrative Officer, and the Chief Financial Officer and shall be convened by the Chief Administrative Officer.

3.6.4.2.1 One class of members [of the Lutheran Church Extension Fund—Missouri Synod] consists of the President of the Synod or his representative, the Chief Financial Officer of the Synod, and such additional members appointed by the Board of Directors of The Lutheran Church—Missouri Synod as shall equal one for each ten members of the other class of members.

Position Expectations

The Chief Financial Officer of the Synod provides strategic leadership of all financial-related areas, including accounts receivable, cash receipts, purchasing, general and cost accounting, risk management, budgeting, and corporate insurance. As such, he/she must be prepared and able to assume the following duties:

- Plan, develop, organize, implement, direct, and evaluate fiscal function and performance, with a focus on both near term and long-term strategic priorities of corporate Synod
- Participate in the development of corporate Synod's plans and programs
- Evaluate and advise on the financial impact of current decisions, new programs, and long-range planning
- Provide timely and accurate analysis of budgets, financial reports, and financial trends to assist officers, unit executives and boards in performing their responsibilities, and to enable Synod's congregations to assess corporate Synod's stewardship of contributed resources
- Provide the Synod information on corporate Synod's resources and use thereof to enable Synod's congregations to assess corporate Synod's stewardship of contributed resources • Develop, implement, and enforce financial policies and procedures to improve overall operation and effectiveness of corporate Synod
- Provide technical financial advice and knowledge to the Board of Directors and Synod agencies. • Manage the budgeting process of corporate Synod and monitor actual performance in relation to the adopted budget
- Be an advisor from the financial perspective on any contracts into which the Board of Directors may enter
- Regularly evaluate the finance division of Synod operations in the interest of continual improvement or efficiency and effectiveness
- Forecast and advise Board of Directors and the President on status of sufficient funds needed to continue ongoing operational and programmatic functions of Synod and its agencies

Personal Qualifications

The Chief Financial Officer of the Synod should be an active member of a Missouri Synod congregation, faithful to the Holy Scriptures and the Lutheran Confessions, and supportive of the Synod's Constitution, Bylaws, doctrine, practices, and policies. He/she should be committed to modeling churchmanship and service rather than exerting control. He/she should possess good interpersonal skills and should be

willing and able to make difficult and sometimes controversial recommendations and decisions.

Education and Experience

- Bachelor's degree is required. Master's degree preferred. Professional designations i.e., CPA, CFA, CMA, CIA, are highly desirable.
- Minimum of ten years' experience in a financial leadership position, ideally as a CFO, Comptroller, Senior Accountant, Treasury Manager.
- Previous management of director-level staff is a plus.
- Proven integrity, discretion and judgment in confidential matters.
- Previous experience working in a board of directors' governance model is preferred. • An understanding of the Synod's structure is highly desirable.
- Willingness and ability to travel up to 30%. Includes international and domestic travel.

General Competencies

In order to carry out successfully the position expectations listed above, the Chief Financial Officer should demonstrate the following general competencies:

- Analytical—synthesizes complex and diverse information
- Problem Solving—identifies and resolves problems in a timely manner and gathers and analyzes information skillfully
- Oral and Written Communication—speaks and writes clearly and persuasively in positive and negative situations, demonstrates group presentation skills, conducts productive meetings, and prepares/oversees clear and informative financial reporting on Synod's finances, as would be readily understood by interested lay readers.
- Engage - Able to translate complex financial matters and reports to the audience's level of understanding.
- Delegation—delegates work assignments, gives authority to work independently, sets expectations, and monitors delegated activities
- Leadership—inspires and motivates others to perform well, accepts feedback from others • Management Skills—includes staff in planning, decision-making, facilitating, and process improvement; makes himself/herself available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth
- Quality Management—looks for ways to improve and promote quality and demonstrates accuracy and thoroughness
- Judgment—displays willingness to make decisions, exhibits sound and accurate judgment, and makes timely decisions
- Planning/Organizing—prioritizes and plans work activities, uses time efficiently, and develops realistic action plans
- Continuous Learning – demonstrates culture of learning, both of self and across units of responsibility, to remain at the forefront of industry best practices in carrying out mission priorities.

Specific Competencies

In order to carry out successfully the position expectations listed above as they pertain to The Lutheran Church—Missouri Synod, the Chief Financial Officer should demonstrate the following more specific competencies:

- Not-For-Profit Accounting Knowledge—should have a thorough understanding of not-for-profit accounting (including generally accepted accounting principles for non-profit corporations), or

should be knowledgeable of for-profit accounting and demonstrate a willingness to learn non-for profit accounting

- Audit Knowledge—must understand and oversee the external audit process and maintain good relations with external auditors
- Internal Control—must understand internal control practices
- Investment Knowledge—must understand the investing function as a member of the investment committee of the LCMS Foundation and Concordia Plan Services
- General Business Knowledge—must possess general business knowledge coupled with the ability to learn quickly due to required service on various boards of the Synod
- Banking Skills—must understand banking transactions and maintain good relations with banking partners

Supervisory Responsibility

- Accounting and Internal Audit Units.

Environmental and Physical Demands

Please answer each question below regarding environment and physical demands by indicating which % of time best describes the job. Do not write a specific %, simply show the amount of time by checking the appropriate boxes.

A. How much on-the-job time is spent in the following physical activities?

	Never 0%	Occasionally 1-32%	Frequently 33-65%	Constantly 66-100%
Standing				
Walking				
Sitting				
Talking, Hearing				
Feeling, Fingering, Grasping				
Climbing, Balancing				
Crouching, Crawling, Kneeling				
Reaching with Hands and Arms				
Tasting, Smelling				

B. Does this job require that weight be lifted or force be exerted?

	Never 0%	Occasionally 1-32%	Frequently 33-65%	Constantly 66-100%
Up to 10 pounds				

Up to 50 pounds				
Up to 100 pounds				
More than 100 pounds				

C. Does this job have any special vision requirements?

	Never 0%	Occasionally 1-32%	Frequently 33-65%	Constantly 66-100%
Looking at Computer Screen				
Color Vision (identify and distinguish colors)				
Peripheral, Depth Perception				
Ability to Adjust Focus				

D. How much exposure does this job have to the following environmental conditions?

	Never 0%	Occasionally 1-32%	Frequently 33-65%	Constantly 66-100%
Toxic Chemicals				
Moving Parts				
Electrical Shock Risk				
Explosives				
Fumes				
Extreme Cold (non-weather)				
Extreme Heat (non-weather)				

Severe Hot Weather				
Severe Cold Weather				
Blood, Body Fluid				

E. How much noise is typical for this job's work environment?

Very Quiet (Example: Forest trail, isolation booth for hearing test)

Quiet (Example: Library, private office)

Moderate Noise (Example: Business office with printers, copiers, other office equipment, light traffic)

Loud Noise (Example: Metal can manufacturing, large earth moving equipment)

Very Loud Noise (Example: Jack hammer work, front row rock concert)

NOTE: These statements are intended to describe the general nature and level of work involved for this job. It is not an exhaustive list of all responsibilities, duties and skills required of this job.