

The New Mexico Annual Conference Office of The United Methodist Church

relevant, passionate, life-changing churches

Position Announcement: CONFERENCE TREASURER/STATISTICIAN

Reports to: Council on Finance and Administration (CF&A)/Provost
Effective: December 1, 2017
Directly Supervises: N/A
FLSA: Exempt/Salaried/Full-Time

Summary: The mission of the New Mexico Annual Conference (NMAC) is “to engage, equip, and empower every local church in its mission to develop dynamic disciples of Jesus Christ for the transformation of the world.” The Conference Treasurer/Statistician provides the primary administrative support for the Conference Council on Finance and Administration (CF&A), oversees all aspects of the day-to-day financial management of the Annual Conference, including payroll, accounts payable, and receipts. This person is responsible for assisting with the preparation of the annual budget and spending plan for the Annual Conference and monitoring tithes from local congregations and expenditures according to the budget/spending plan. The Treasurer prepares monthly and annual reports for CF&A and the Cabinet and works closely with other Conference staff and leadership. As Statistician, this person is responsible for collecting, distributing, and analyzing statistical information from local churches on an annual basis. This person is also the primary resource person for laity and clergy from local churches regarding financial matters and statistical reporting.

Qualifications and Experience:

- experience with basic accounting practices and software (bookkeeping, payroll, taxes)
- familiarity with the structure and practices of The United Methodist Church is helpful
- ability to travel for work (on occasion)
- flexibility in working with a variety of individuals in different settings/contexts
- highly organized, detail oriented and can work independently

Application Materials Requested: Interested applicants should complete and submit the following information:

- letter of interest, which includes responses to these questions:
 - what is it about this position that appeals to you the most?
 - how has your past work experience prepared you for a role such as this?
- current resume, detailing qualifications and past work experience

All resumes and information, as well as any questions should be submitted to Maryann Harrison (email: frontdesk@nmconfum.com, phone: 505-255-8786) no later than Friday, November 3, 2017.