



Texas District Church Extension Fund Job Description/Ministry Role

Position Title:	Director of Operations
Hours:	40 Hours Weekly
Salary:	
Review Process:	Role and Performance Review Conducted Annually

A. ROLE DESCRIPTION/SUMMARY

- 1. Summary of the broad purpose of the position and its responsibilities/duties**
Accountable for the administrative, financial, and risk management operations of Texas CEF
- 2. Reporting / Working Relationships**
Reports to Texas District Church Extension Fund Executive Director.
- 3. Statement of Key Outcomes/Activities**
 - Assists in formulating the fund's direction and supporting tactical initiatives
 - Monitors and directs the implementation of strategic business plans
 - Manages budgeting process
 - Develops performance measures that support the fund's strategic direction
 - Participates in key decisions as a member of the fund's executive management team
 - Manages the accounting, investor and loan services departments
 - Supervises all regular accounting processes
 - Oversees the fund's transaction processing systems:
 - ACH system (Cash Pro)
 - General Ledger System (DDI)
 - Financial Institutional data processing system (DDI)
 - Online banking system (DDI)
 - Establishes, implements and monitors fund's internal controls, operational best practices and processes
 - Prepares and issues financial reports and ensures compliance with GAAP.
 - Reports financial results to the Board for Church Extension
 - Calculates variances from the budget and reports significant issues to Executive Director and Board for Church Extension
 - Monitors compliance with the fund's financial standards
 - Reviews Market interest rates to assist in setting investment rates
 - Monitors cash balances and cash forecasts
 - Prepares forecasts and projections for recommendations to set loan rates
 - Manages investment of excess cash
 - Coordinates information to external auditors for the annual audit and serves as main contact person throughout the audit of the fund
 - Prepares annual offering circular
 - Performs annual performance review of fund's team members
 - Assists in hiring of fund's team members
 - Assists Executive Director with special projects
 - Collaboratively works with the District Treasurer

4. Essential Skills, Knowledge and Experience

- Heart for Ministry
- Attention to detail
- Strong computer skills, especially Microsoft Excel
- Ability to prioritize and work independently
- Strong knowledge of GAAP
- Ability to lead team members and resolve practical problems in an efficient manner
- Good aptitude with excellent organization and time management skills
- Ability to work in a team environment
- High level of written and oral communication skills
- Flexibility
- Bachelor's degree with emphasis in accounting
- CPA
- 5 years accounting experience