

SENIOR DIRECTOR OF ADMINISTRATIVE SERVICES

The Free Methodist Church in Canada (FMCIC) is hiring a Senior Director of Administrative Services (DAS). Reporting to the Bishop, the DAS is one of the senior leadership positions in the organization, which forms the National Leadership Team (NLT) for the FMCIC, a movement of approximately 140 churches across Canada.

As a NLT member, the position is active in all strategy development and interacts with church-wide programs and financial issues. The DAS is primarily responsible for managing the day-to-day financial and financially-related activities within the denomination. Key responsibilities include but are not limited to:

- Oversees development of denominational administration policies and procedures
- Provides legal, administrative, and financial guidance to local churches and camps
- Oversees payroll, member pensions, and group benefits and “Central Payroll Service” for local churches
- Oversees Stewardship Development Director
- Manages accounting processes, staff and audits
- Manages investments and loans
- Deals with legal matters regarding the acquisition and disposition of church properties
- Directs all government reporting activity
- Coordinates Core operating budget creation and monitors performance
- Represents the FMCIC with respect to financial and legal matters
- Works with IT contractor to ensure systems are functioning

EDUCATION AND REQUIRED SKILLS

- CPA accounting designation
- 10+ years of prior experience in a leadership role, preferably in a Christian, not for profit
- Prior experience with pension, group benefits and investments
- Excellent communication skills with the ability to communicate financial matters to both a financial and non-financial audience
- Flexible, independent and meticulous work style with a high degree of comfort with ambiguity and change
- An understanding of the regulatory environment in the charitable sector
- A member of a Free Methodist Church or an evangelical church who demonstrates a personal relationship with Christ

APPLY NOW

This posting will close on **December 20, 2022**. Interviews will be held in January 2023. Applicants should send resumes to Monique Alexander, monique.alexander@fmcic.ca.