

[POSTING]

**SIERRA PACIFIC SYNOD
Position Description**

JOB TITLE: Director of Synod Administration and Operations

REPORTS TO: Executive Associate Bishop

FLSA STATUS: Exempt

PRIMARY OFFICE: Sacramento

Position Summary:

Reporting to Executive Associate Bishop, the Director of Synod Administration and Operations (DSO) will be responsible for enhancing the internal organization processes and infrastructure that will allow the Sierra Pacific Synod (SPS) to continue to grow and fulfill its mission. With a direct administrative and bookkeeping staff of four, the DSO will manage the following functions:

Principal Accountabilities:

1. Directs and administers all financial plans
2. Oversees business policies and accounting practices
3. Works with the Synod Treasurer and Synod Finance Committee to provide sound financial analysis
4. Leads and supports the SPS budgeting process
5. Provides backup support for SPS bookkeeping/accounting staff
6. Ensures that relevant financial information is presented to the Bishop and the executive management team
7. Manages insurance procurement and monitoring
8. Oversees reporting and monitoring of organizational performance metrics
9. Provides hands-on management of the major ACS Technologies financial database system (payroll, accounts receivable, accounts payable, integrated general ledger and financial reporting)
10. Provides for and supports the maintenance of database-driven rosters, records, committee membership lists, and other information repositories
11. Consults with congregations on major communications/technology decisions and acquisition methods
12. Provides support for Human Resources functions
13. Provides advice and support to the planning committee for Synod Assembly; works with convention facility personnel, vendors, Synod staff, and others to coordinate IT/communications-related elements of the assembly
14. Oversees risk management and legal activities, letters of agreement, contracts, leases, and other legal documents and agreements
15. Working with the Bishop and staff, provides support and guidance and acts as a staff liaison to relevant board committees - SPS Council/SPS Council Executive Committee

Qualifications:

1. Minimum of a BA, ideally an MBA with a heavy concentration in finance and accounting
2. Experience and skills in capital management and investment
3. Strong operational experience: ideally has worked in a management/leadership role for at least 5 years with progressive experience leading to at least 2 years in operational/administrative management
4. Demonstrated experience in financial planning and accounting with previous experience overseeing human resources, information technology and legal affairs
5. Skills should include personnel management, budget development and strategic planning
6. Strong PC skills including Microsoft Excel, Power Point, Outlook and Word, email and scheduling software, Adobe Acrobat, etc.
7. Excellent people skills, with an ability to partner with a dynamic leadership team
8. Work experience in a nonprofit organization is a plus

As part of an institutional commitment to diversity in its staff and in keeping with the ELCA goal of inclusivity in all aspects of its hiring, the Sierra Pacific Synod especially encourages women & minority candidates to apply.