

Finance Director/Chief Financial Officer

Bay View Association

Bay View Association of the United Methodist Church (www.bayviewassociation.org), is conducting a national search to fill the position of Finance Director. Bay View is in picturesque northwest Michigan adjacent to the city of Petoskey on Little Traverse Bay. The Association has a rich history as a Methodist Chautauqua and is a 501(c)(3) providing infrastructure and services to 446 privately owned cottages and two hotels.

Bay View provides a music conservancy, adult education, worship, and recreation programs.

The Finance Director (FD) reports to the newly appointed Executive Director (ED) and is a key member of the Association's management team with primary responsibility for the finances and financial reporting needs of the Association.

The successful candidate must be able to develop a strong working relationship with the Board of Trustees and the ED; maintain internal financial management policies and procedures, performance measures, prepare internal financial statements that effectively communicate financial performance to budget and dashboards; work with the Audit Committee to ensure compliance with all applicable financial, accounting, legal, and regulatory requirements and best-practices to ensure a strong system of internal controls and financial reporting; coordinate with the Audit Committee and independent auditors the completion of the annual audit; and oversee organizational budgeting and reporting which requires coordination with program directors and the Superintendent of Buildings and Grounds. In addition to budget oversight responsibilities, the FD should alert the Board, Executive Director, and Finance Committee of financial trends that could impact the operating budget. Please visit www.Hyatt-Fennell.com for the full Prospectus.

The Finance Director must have strong leadership, strategic, and communications skills as related to finance, accounting, and administration. A successful candidate has operational experience and should have the ability to assess the business implications of the Association's operations; to design and execute approaches to meet strategic business opportunities and challenges; and to build support for proposed approaches at the Board and membership levels. The candidate also understands, or is willing to develop an understanding of, the Association's unique structure, tax, and operational complexities. The FD possesses strong analytical skills and practical experience and expertise in finance and accounting. A successful candidate has a demonstrated track record in meeting compliance and best-practice standards. The candidate can assess and propose strategies to manage organizational risk.

The Finance Director is a team player, a problem-solver, open to new ideas, and can roll up their shirt sleeves to get the work done. A successful candidate can provide both strategic and operational support to the ED and work collaboratively with others. The

FD is risk aware but not risk averse. A successful candidate thrives as part of a team that values integrity, direct communication, and empathy.

The Finance Director must have a bachelor's degree in accounting, strong preference given to a CPA. Master's degree or other relevant experience a plus. The successful candidate has eight or more years, or the equivalent of comparable work experience, non-profit industry experience is preferred. Proficiency with financial-management and accounting software systems and programs is required.

Bay View Association is being assisted by the search firm Hyatt-Fennell, Executive Search Plus. Submit applications, which include a letter of interest, a current résumé/cv and contact information for five professional references, via email to: BayViewAssociation@Hyatt-Fennell.com. Applications will be reviewed as they are received and should be submitted prior to May 10, 2024 to receive full consideration. All applications and nominations are considered highly confidential.

For more information:

Cheryl Hyatt or Robert Head

BayViewAssociation@hyatt-fennell.com  **724-242-0476**

www.hyatt-fennell.com