**The Episcopal Diocese of Tennessee**

**Job Title:** Financial Administrator

**Employment Status:** Full Time

**Compensation Basis:** Salary based on experience

**Reports to:** Bishop and Canon to the Ordinary

**Position Overview:** The Financial Administrator works as part of a small team in the offices of the Diocese of Tennessee. With the other members of Diocesan staff, the Financial Administrator uses their skills to facilitate and support the work and ministry of the Bishop of Tennessee and the 45 congregations and other institutions of the Diocese, and to enable and encourage the ministry of the clergy of the Diocese. A successful applicant will enjoy the opportunity to engage in meaningful work with a variety of people throughout Middle Tennessee.

In addition to overseeing the finances of the Diocese including being the primary liaison with the Diocesan accounting firm and serving as point person for benefits in the Diocesan Office, the Financial Administrator serves as a resource for clergy and lay leaders in congregations and other institutions throughout Middle Tennessee, helping them ensure they are following best practices, and often serving as an interface between them and representatives of churchwide institutions such as The Church Pension Fund and Church Insurance Agency.

**Primary Responsibilities:**

* Assists with annual financial statement audit as main liaison
* Diocesan accounting firm main liaison
* Church Insurance Agency main liaison
* Church Pension Group main liaison as benefit administrator for diocese
* Cottage tenant main liaison
* Ensures checks and balances are being executed in all Diocesan financial transactions
* Oversees management of the financial activities of the Diocesan Office: management of cash flow, accounts payable, the receipt of contributions, acknowledgement of those contributions, bank account reconciliations, journal entries, and assistance to the Diocesan accounting firm for financial statement preparation and financial statement review
* Administers payroll and any payroll changes for Diocesan employees through the Diocesan payroll company
* Develops and oversees budgeting process for annual budget including budget requests from committees and organizations and Fair Share calculations for parishes
* Monitors parish audits
* Monitors and administers clergy and lay benefit plans (medical, dental, life, disability, pension)
* Oversees annual enrollment for the Diocese to include coordinating any education distribution or events
* Employee onboarding throughout the Diocese
* Support clergy and congregational leadership with financial matters, human resources practices, property insurance, and other policy matters related to best practice
* Assists in real estate issues for Diocesan parish properties
* Works with Diocesan staff to manage Diocesan property (maintenance agreements, care of the property, and buildings)
* Administrative staff back up
* Ensures Diocese is complying with all state and federal laws related to company and tax filings, issues all 1099 forms, and files 1096 summary
* Ensures Diocese is complying with all National Church policies and guidelines
* Produces agenda and packet material, attends meetings, and responsible for agenda follow up items for the following committees:
  + Finance and Property
  + Bishop and Council
  + Dandridge Trust
  + Healthcare and Hospitalization
  + Church Insurance Agency

**Qualifications:**

* Business degree in accounting or equivalent training and experience, church-based a plus
* Proficiency in a variety of accounting programs and other computer skills (Excel, Word, Outlook, etc)
* Demonstrated excellence in administrative and organizational skills
* Excellent interpersonal and communication skills
* Able to work independently and as a member of a team
* Willingness to support the mission and ministry of the Diocese of Tennessee and the Episcopal Church
* An openness to and track record of learning new skills and utilizing new tools to accomplish tasks.

**About the Episcopal Diocese of Tennessee:** The Diocese of Tennessee was organized and held its first convention in Nashville in 1829. While originally encompassing the entire state, it now comprises the Middle Tennessee region. The Diocese split into three (East, Middle, and West) as part of the vision to further develop the mission and ministry of the Episcopal Church along the lines of the three “Grand Divisions” of the state. Today, the Diocese includes over 16,000 baptized members in 45 cathedral, parish, mission, and chaplaincy churches, as well as other affiliated ministries. It includes urban, suburban, and rural congregations alike. The Diocese of Tennessee is part of the Episcopal Church, a member of the world-wide Anglican Communion. To learn more about the Diocese, please visit [edtn.org](https://edtn.org/).

**To Apply:**

Please submit a letter of inquiry/cover letter along with a resume and references to Sandra Beld, Diocesan Administrator, at sbeld@edtn.org.