

# St. Thomas Episcopal Church

## Job Description – Associate for Finance

<b>Position Title:</b>	Associate for Finance
<b>Status:</b>	Full Time
<b>FLSA Classification:</b>	Exempt
<b>Reporting Relationship:</b>	Rector (Works closely with the Parish Treasurer)
<b>Screening/Training Requirements:</b>	Successful completion of Safeguarding God’s Children and Safeguarding God’s People training and background screening.
<b>Minimum Qualifications:</b>	Four-year college degree in accounting or business administration with an emphasis in accounting or equivalent professional training and experience; knowledge of non-profit accounting practices; knowledge of non-profit and religious organizations; ability to work successfully with diverse constituent group; strong verbal and written communication skills; experience in policy development and implementation; and strong computer skills.

### Position Summary

The Associate for Finance of St. Thomas Episcopal Church is responsible for managing and overseeing the finances of the parish in conjunction with the Rector, Vestry, Treasurer, and Finance Committee.

Responsibilities are to be performed primarily on site in Medina, WA. St. Thomas Episcopal Church is an Equal Employment Opportunity Employer.

### Responsibilities

#### Finance

- Work with the Rector, Finance Committee, Treasurer and Vestry to develop, implement, and monitor annual operating and capital budgets
- Develop a long-term capital budget plan for the maintenance of the parish facilities and purchase of capital equipment with the Rector, Facilities Manager, Finance Committee, and Facilities Committee.
- Provide a “dashboard” of financial indicators to monitor the financial health of the parish including financial statements, budget-to-actual comparisons, forecasts and other reports to the Rector, Treasurer and Finance Committee.
- In association with the Treasurer, provide quarterly and annual financial summaries to the parish
- Work with the Treasurer and Finance Committee to manage and protect the financial assets of the parish through regular review of financial controls, as well as regular monitoring of investment and banking relationships
- Work with the Treasurer and St. Thomas Legacy Foundation President to assure that the parish endowments and reserve funds of the parish are properly reported and distributed to the parish

- Full scope general ledger responsibility including posting transactions, payroll, journal entries, monthly and year end reconciliations and closing and preparation of financial statements on a timely basis for both the parish and Legacy Foundation
- Process, and manage parish payables and receivables
- Provide timely donor recognition and reporting
- Responsible for payroll processing and all related tax filings
- Track and report the results of the annual stewardship campaign
- Ensure that all parish and Legacy Foundation financial records are maintained in accordance with best practices and applicable accounting practices and regulations
- Prepare the financial sections of the annual parochial report
- Prepare and file monthly Diocesan Disposable Income Assessment Reports
- Facilitate the annual financial review and prepare an annual financial summary report for the Parish

#### **Risk Management/Insurance**

- Assist the Treasurer and Finance Committee in assessing coverage needs, secure coverage proposals, analyze policy terms and cost, and recommend and bind the appropriate insurance coverages including property, general liability, errors and omission and other coverages

#### **Regulatory Compliance**

- Work with the Treasurer to ensure that rules and regulations governing not-for-profit and religious organizations are followed
- Work with the Treasurer to file all annual reports, tax filings and license renewals
- Work with the Facilities Manager and Facilities Committee to ensure that Washington State Cemetery laws and regulations are followed as they apply to the maintenance and ongoing support of the parish's columbaria

#### **Leases**

- Work with the Rector to ensure that the terms and conditions of the Joint Use Agreement with St. Thomas School and the cell towers located on the St. Thomas campus are satisfied. Support other lease renewals and negotiations as directed

#### **Information Technology**

- Work with Clergy, Staff, and volunteers to plan and implement the information technology needs of the parish

#### **Facilities**

- Work with the Facilities Manager to coordinate repairs and maintenance of the buildings and grounds
- Work with Facilities Manager to maintain an inventory of parish equipment and assets and provide ongoing care, tracking and maintenance of such assets and equipment
- Work with the Facilities Manager to arrange for security and fire alarm monitoring
- Work with the Facilities Manager to monitor building access and key distribution
- Work with the Facilities Manager and Parish Administrator to coordinate facility use for outside groups including use policies, rental rates, operational procedures, and appropriate after-hours building staffing

- Work with the Facilities manager to monitor parish utility and energy usage for efficiency and cost control

#### **Vestry, Standing Committees of the Vestry & St. Thomas Legacy Foundation**

- Support the Vestry, Standing Committees of the Vestry, and the St. Thomas Legacy Foundation with relevant administrative and financial matters

#### **Compensation and Benefits**

Compensation range \$72,000 - \$78,000.

Other benefits include: 4 weeks paid vacation; medical plan coverage; 9% contribution to Defined Benefit Plan of Episcopal Church Pension Fund.

#### **To Apply**

Qualified applicants are invited:

- Submit cover letter and resume.
- Cover letter should address ideas and experience related to the areas of responsibility, as well as innovative ideas for change that candidate will bring to the position.
- Provide two or three written professional references.
- Submit to [greg@stthomasmedina.org](mailto:greg@stthomasmedina.org)

#### **Disclaimer:**

The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.