

**EPISCOPAL DIOCESE OF PITTSBURGH
TREASURER AND DIRECTOR OF ADMINISTRATION**

Reports to: Bishop
Classification: Exempt
Status: Full-time: 40+ hours/week
Salary Range: \$65,000 - \$75,000, commensurate with education and experience

SUMMARY

The Treasurer and Director of Administration directs the financial affairs and benefits administration of the diocese. He/she is responsible for the accounting and financial reporting for the dioceses' operating and non-operating funds and ensures compliance with IRS and other applicable regulations for both the diocese and its parishes. He/she serves as liaison to various governing bodies regarding financial matters and as a resource to parishes regarding financial, compensation, and benefits matters. He/she manages two employees along with the Bishop: the Financial Administrator and the Administrative Specialist.

POSITION RESPONSIBILITIES

- Responsible for the proper financial accounting of all transactions, including payroll, parish assessment billing, loan billing and payments, receipts, disbursements, and investment activity. Includes Operating Fund, Bishop's Fund, Bishop's Discretionary Fund, diocesan endowment funds, and external trusts.
- Develop annual operating budget, with input from Bishop and Budget and Assessments Working Group, for approval at annual Convention. Monitor budget variances and request approval of budget reallocations from Diocesan Council.
- Prepare, distribute, and present monthly/annual financial statements and Treasurer's report to governing bodies. Prepare annual diocesan report for The Episcopal Church (TEC).
- Coordinate diocesan audit, including preparation of audit schedules and support for footnote disclosures.
- Maintain knowledge of TEC and diocesan policies and procedures, federal and state tax laws, and current accounting standards, and monitor parishes' compliance with these.
- Responsible for Endowment Funds, including compliance with donor/trustee-imposed restrictions, preparation of sub-fund accounting and recording of endowment activity, computing annual spending policy and distributions, and preparation of quarterly and annual endowment fund reports.
- Provide support regarding financial matters to Board of Trustees, Diocesan Council, Finance and Investments Committee, Property Committee, Growth Fund Committee, Compensation Committee, Budget and Assessments Working Group, and Diocesan Finance Committee.

- Serve as consultant to parishes and clergy regarding financial matters and clergy and lay compensation.
- Provide oversight to Administrative Specialist in benefits administration for the diocesan staff and parishes and in the management of returned properties owned by the diocese.
- Work with Judge of Audits to ensure that parishes have adequate annual audits and submit timely audit reports.
- Review financial data on annual Parochial Reports and follow up with parishes to ensure accurate reporting.
- Develop and maintain documented policies and procedures related to the areas of responsibility listed above.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED

- Bachelor's degree in Accounting or Finance required; a CPA is preferred; experience in financial management of a church or faith-based organization is desirable.
- Skilled administrator who gets things done in an orderly and timely manner. Should possess excellent written and oral communication skills with customer-service focus.
- Strong analytical, problem-solving, and computer skills required, including proficiency with QuickBooks, Excel, and Word.
- Excellent organizational skills, including record-keeping and attention to detail.
- Ability to work collaboratively with a variety of different people, including clergy and lay leadership of parishes and members of governing bodies.
- Ability to maintain the confidentiality of information related to personnel, finances, and other sensitive matters.