



Diocesan Financial Administrator Episcopal Diocese of Montana

JOB TITLE: Diocesan Financial Administrator

JOB TYPE: Full Time, Exempt

LOCATION: Helena, Montana

Established in 1904, the Province VI Diocese of Montana has more than 4,000 active, baptized members in 33 churches (including one Native American congregation). We are part of The Episcopal Church, which in turn belongs to a global community of 8 million Anglicans. Our congregations are led or supplied by 20 priests and 10 deacons. The Diocese owns and operates a Summer Camp and Retreat Center known as Camp Marshall.

GENERAL JOB DESCRIPTION

Oversees all fiscal and accounting activities of the Episcopal Diocese of Montana, including bookkeeping, budgeting and forecasting processes, financial analysis, reporting and financial planning, accounting operations, payroll, audits, insurance, compliance with IRS and applicable federal, state, and local regulations. Serves as a resource to congregations and ministries within the Diocese to encourage that the congregations' fiscal also follow and comply. Other duties are assigned by the Bishop of Montana. Meetings (mostly Zoom, but some in-person) are held throughout the year; mostly at night and weekends.

DUTIES AND RESPONSIBILITIES

- Maintain a working relationship with diocesan committees, congregations, staff, volunteers, governance bodies, and commissions.
- Maintain financial records
- Prepare and oversee financial budgets
- Handles all employment reporting, pays all salaries, and tracks and files federal and state tax reports.
- Oversees and monitors annual audits of diocesan accounts.
- Responsible for maintaining complete and accurate financial records for Camp Marshall. Oversees all financial functions at the camp and works closely with the camp director to develop the camp budget.

QUALIFICATIONS

- Prefer a Bachelor's degree in accounting, finance, or other related field or equivalent work experience.
- Working knowledge of current Microsoft Office products and accounting software.
- Prefer at least three or more years' experience in accounting or finance role.
- Must be bondable by Church Insurance

KEY COMPETANCIES

- Computer skills
- Analytical skills
- Interpersonal communication skills.

Wage: (\$20-\$24 Average for area)

Benefits: Retirement, Paid Family Medical Insurance, Personal Time Off (vacation/sick) and Family Leave Plan

To Apply: Canon for Administration, Episcopal Diocese of Montana, PO Box 2020, Helena, MT 59624 with Resume and Cover Letter