

Ministry: Financial Administrator
Trinity Episcopal Cathedral
Little Rock, AR

Reports to: Dean and Rector

Committee: Finance Committee, Stewardship, Endowment Board

General Job Description: The Financial Administrator oversees the annual budget, bank accounts, taxes, donations, bills, employee benefits plans (health & dental), and payroll for Cathedral & Early Childhood Education Program (ECEP). This includes reconciling all bank accounts and investment accounts, filing all appropriate financial paperwork with state and federal financial institutions, and working closely with auditors.

Responsibilities:

- Oversight and administration of accounts payable and receivable, including payroll for the Cathedral & ECEP.
- Administer general ledger, financial reports
- Prepare and administer monthly financial statements, and monthly/quarterly reports to the Treasurer, Finance Committee and Endowment Board
- Confirms daily deposit, post payments & contributions
- Analyze utility bills, copier meter readings, and postage readings.
- Reconcile all accounts (student, bank and investment accts) monthly and as requested
- Collect funds from Cathedral leased properties
- Create and manage personnel files
- Administer benefits to all staff, including any representation necessary in the negotiation of these benefits for the Cathedral staff
- Track personal leave of all staff
- Collaborate with the Parish Administrator on managing all financial aspects of property management
- Attend Vestry meetings, Finance Committee meetings, and Endowment board meetings as needed.
- Attend benefits partnership conferences annually
- Attend weekly staff meeting
- Maintain confidentiality within & outside the Cathedral
- Other duties as assigned

Skills and Aptitude: A Bachelor's degree in Accounting or Finance is required. In addition, knowledge of cash based accounting, general knowledge of non-profit and Church finance, superior financial literacy and problem-solving skills is required. General knowledge of Trinity Episcopal Cathedral and the Episcopal Church is helpful. All staff are expected to have strong organizational and communication skills, ability to attend to details, lead within the congregation including training

volunteers, and listen and adapt to their community. Qualified candidates must have the ability to work independently and as a team member, exhibit emotional maturity, and a teachable spirit.

Hours, Salary and Benefits: 40 hour work week with a salary range of \$50k-55k. Benefits include pension, health insurance, short and long term disability, and life insurance for the employee. In addition, every employee receives two weeks vacation in their first year. After the first year, there is an additional week of vacation. Vacation time is approved by the Dean or supervisor.

Prior experience: Minimum 3 years experience required

Technical skills preferred: General knowledge of word processing, spreadsheets, email, and database technology are required. In addition, knowledge of church database software, specifically Realm, and Zoom (or other video conferencing) is beneficial.

Other requirements: All staff must satisfactorily complete a background check and comply with the Diocese of Arkansas document named "Respecting the Dignity of Children and Youth."

Holidays: New Year's Day, MLK Day (3rd Monday in January), Monday following the Annual Meeting, Good Friday afternoon, Easter Monday, Memorial Day (4th Monday in May), July 4th, Labor Day (1st Monday in September), Thanksgiving Day and the following Friday; and Christmas Day and the day following.

If Christmas Day or New Year's Day fall on a Saturday or Sunday, the holiday will be observed on a week day determined by the Dean.

If an employee is requested to work on a holiday, they may schedule a day off at another time with the Dean's consent.

It is the responsibility of all staff to maintain written records of their own compensatory time off, vacation, and other leaves.

Sick Leave: During the first year of employment, employees have 96 hours of sick leave that must be approved by the Dean. After the first year, all unused sick leave carries forward adding an additional 8 hours per month up to a maximum of 480 hours total accumulated in your years of employment. If an employee terminates, they are not paid for unused sick leave.

Performance Evaluation/Salary Review: Under the direction of the Dean and Executive Committee, evaluations and salary reviews will be conducted in December in order to make the necessary recommendations to the Vestry for changes to the Cathedral budget.

If you choose to resign your position, please submit your letter of resignation no later than four weeks prior to your departure.

Discipline/Termination:

In general, the following guidelines apply:

- Immediate: If an employee commits and act of misconduct, they may be terminated immediately; while the following is not an exhaustive list, some example include being intoxicated at work, misappropriating funds and release of confidential information.
- Progressive: Employees who job performance is not satisfactory will receive a first warning; if performance remains unsatisfactory, a second and final warning will be given. The warnings shall be in writing and copies given to the employee. Some situations may be serious enough to require that discipline go directly to the final warning step.
- The Dean will be involved in all termination decisions.
- Any employee who feels that any disciplinary or tother action is unfair or unreasonable may appeal to the Executive Committee or review. The employee must make and appeal in writing within five days of the action. The Executive Committee will, if necessary, investigate and respond in writing as soon as possible.
- Trinity Cathedral does not participate in the State of Arkansas Unemployment Fund and therefore a terminated employee is not eligible to receive unemployment compensation.

Confidentiality: All parishioner and staff information conveyed is on a confidential basis and shall be kept confidential.

DISCLAIMER: This is not necessarily an exhaustive list of all responsibilities, duties, skills, efforts, requirements or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, your supervisor reserves the right to revise the job or to require that other or different tasks be performed as assigned.