



Finance Associate *for* Congregational Support

Preamble

We are called to embody the love of Jesus Christ with grace, hope, and joy. We live out this calling by collaborating creatively to:

- nurture deep and lifelong spiritual growth,
- build up vibrant and inclusive worshipping communities,
- respond compassionately to the needs of our neighbors, and
- honor and care for creation.

The ministry of each diocesan staff member is grounded in this organizing principle.

1. Staff members are expected to embody the love of Jesus Christ with grace, hope, and joy in their own lives and ministry.
2. Collaboration is fundamental to our shared calling. Staff members are not islands or silos, but team members working with others (on and off staff) towards common goals.
3. While portfolios may be weighted towards a particular sub-point of the organizing principle, everyone's work touches on all aspects in one way or another.

Position Summary

The primary role of the Finance Associate for Congregational Support is to provide direct support to congregations in the financial and human resource areas and support the Chief Financial Officer in some diocesan financial accounting and processes (especially to maintain appropriate internal controls).

Specifically:

1. Coordinate reception of and support for congregations in filing parochial reports
2. Coordinate reception of and support for congregations in filing congregational audits/financial reviews
3. Benefits Specialist (assisting CFO/Benefits Administrator)
4. Member of diocesan staff's Congregational Support Team and staff liaison to a designated group of congregations (approximately 8)
5. Support treasurers and congregational leaders regarding best/promising practices for finance and benefits
6. Complete basic accounting functions as directed by Chief Financial Officer

Compensation and Hours

- The position is part-time, 25 hrs/week
- Annual compensation - \$45,500
- Continuing Education - \$1,500 (reimbursement)

Responsible to

The Chief Financial Officer

Specific Responsibilities

Parochial Reports

- Support congregations in the completion of annual Parochial Report
- Aggregate data and submit diocesan report based upon received Parochial Reports

Congregational Audits/Financial Reviews

- Support congregations in meeting diocesan requirement for annual audits/financial reviews
- Develop and support diocesan cohort of individuals who can conduct financial reviews for congregations, including standardized expectations and practices for these reviews

Benefits Specialist

- Assist CFO/Benefits Administrator with the implementation of benefits offered to qualified diocesan and congregational employees through Church Pension Group/Medical Trust
- Provide direct interface and assistance to congregations and employees enrolling for the first time or during open enrollment; troubleshoot and support congregations and employees with problems accessing their benefits
- Support congregations and employees with pension related issues due to starting/ending new calls and/or establishing new pension related accounts

Congregational Support Team

- Be a staff liaison/point of contact for a designated group of congregations (approximately 8), serving as a communication link, especially when they have questions they don't know whom to ask or when they are not receiving a response from other staff members
- Visit congregations to which you serve as a staff liaison every 8-12 months for Sunday services and/or other parish events, strengthening the relational bonds between the particular congregations and the diocesan staff/diocese as a whole. Where appropriate and when invited by the congregational leaders, such visits could also include serving liturgically, preaching, meeting with the Vestry, and/or leading a congregational forum/Q&A session
- Meet weekly with the Congregational Support Team (CST)
- Based upon CST discernment, meet with clergy and lay leaders to support congregations in mission/ministry development, conflict resolution, vestry retreat/planning, facilitate Mutual Ministry Reviews, and other matters supporting their growth and development
- Share information learned through congregational visits and interactions with staff
- Assist parishes in their compliance with diocesan Safe Church, Dismantling Racism, and Lay Licensing requirements and promptly report annual financial reviews, elections, and parochial reports
- Identify and refer diocesan staff and volunteers who could assist parishes in strengthening their ministry programs, such as evangelism, communications, and networking tools, creation care and dismantling racism initiatives, and formation programs
- Help parishes articulate and communicate a keen understanding of the diocesan vision as it emerges and manifests in individual congregations
- Assist parishes in practicing effective and thoughtful stewardship of their time, talent, and resources with their community, the diocese, and the world

General Support to Congregations Regarding Finance Issues

- Assist congregations in developing best/promising practices around their financial processes
- Assist congregational leaders and be responsive to their questions and requests for support

Diocesan Finances/Internal Controls

- Assist the CFO and Finance Assistant in diocesan financial accounting, with particular attention towards maintaining best/promising practices and internal controls

Other

- Support the work of the diocese, and its members, in sharing the good news of the Gospel and inviting others into a deeper relationship with God
- Other duties as assigned

Qualifications

- Education and/or experience in accounting, benefit administration, and non-profit finance
- Experience/Knowledge of financial software programs in order to assist congregational leaders with basic questions and understanding of opportunities and limitations of various options
- Strong communication skills - written and oral
- Ability and experience at simultaneously managing multiple projects and priorities
- Self-starter with a sense of curiosity and desire to learn
- Experience and spirit for collaborating with others in a team setting
- Understanding of Episcopal terminology and Church culture is critical; a willingness and ability for learning about the Episcopal Church is expected.
- Living in the Saginaw/Midland/Bay City area is desirable, but not required.

Apply Today

To apply, send your cover letter and resume to CFO Sara Philo at sara@greatlakesepiscopal.org. The application period closes Monday, December 8.



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