

Holy Comforter Episcopal Church

Parish Administrator

Overview

The Parish Administrator for Holy Comforter Episcopal Church will oversee the temporal, physical, and financial business of the congregation. Working with the lay and clergy leaders of the parish, the Parish Administrator will be a responsible administrative officer for the church.

Duties

- Prepare monthly financial statements and bank reconciliations for the Vestry, Treasurer, and Rector of the parish
- Collaborate with other staff for the input of financial records and membership information into the church database
- Assist the lay and clergy leaders with creating financial projections
- Oversee input of weekly deposits, expenses, and check issuance
- Support Treasurer in preparing the annual parish budget
- Support internal financial audits
- Oversee the church's insurance, payroll, and property management
- Collaborate with the lay leaders and other staff to accomplish property repairs
- Schedule and coordinate parish calendar and room assignments
- Manage the parish office, including coordination with vendors and church records

Requirements

- Highly skilled with QuickBooks – required
- Nonprofit and/or church fund accounting - experience preferred
- Must complete Diocese of Texas “Safeguarding God’s People” course and pass a mandatory background check
- Ability to communicate financial concepts to non-financial audiences