

Registrar / Assistant to the Chief Financial Officer

Episcopal Diocese of Texas

Houston, TX

The Episcopal Diocese of Texas is seeking a full-time Registrar and Administrative Assistant with strong administrative, corporate governance, and real estate skills to join our Finance Department. The Diocese holds property and supports the governance of Episcopal churches and schools across 57 counties in central and east Texas. The Finance Department provides support to our foundations, institutions, and congregations and is responsible for the legal oversight of real estate assets held in trust by the Diocese. The right candidate will have good interpersonal skills and interface not only with staff members, but also clergy and lay people across the Diocese, board members, and county tax authorities. This position will work closely with the CFO and with the Director of Foundations. The position requires performance of tasks that are varied and complex in nature, requiring thoughtful solutions; the right person will be organized, and able to prioritize and work under pressure.

Administrative Support: (33%)

- Handle calls into the CFO's office.
- Assist with the rotation relief for the Receptionist.
- Assist Accounts Payable.
- Administrative duties as assigned

Property Files: (20%)

- Maintain spreadsheet of active and sold entities.
- Purge sold and closed church property files for offsite storage.
- Coordinate conversion to electronic files and maintain resultant document storage and retrieval system.

Governance Support: (30%)

- Assist churches, schools, and institutions in incorporation processes and in resolving issues with the office of the Texas Secretary of State.
- Create and update spreadsheet on all incorporated entities.
- File applications for religious property tax exemptions on all new property.
- Resolve property tax issues.
- Coordinate with diocesan Chancellor for incorporation requirements and periodic reporting with the office of the Texas Secretary of State.

Insurance: (15%)

- Process insurance claim checks and maintain claim records.
- Coordinate work of the Diocesan Risk Manager for congregation site visits and reimbursement.

Requirements:

- Personable and professional in person, on phone, and online.
- Demonstrated ability to handle confidential information.
- Experience in paralegal and/or professional administrative work.
- Excellent organizational and administrative skills.
- Facility with electronic communications and word and data processing.
- Experience in document and records management.
- Some college or Associate's Degree in related area.

Other Qualifications:

- Commitment to Jesus Christ as Lord and vision of his or her work as the service of building the Kingdom of God.
- Embody the EDOT Staff Core Values: Professionalism, Joy, Bridge-building, Humility, Integrity, and Creativity.
- Develop healthy, positive relationships with diocesan related people.
- Work well with the rest of the diocesan staff.

This is a full time position with competitive salary and generous benefits. Interested candidates should email a cover letter and resume by July 6, 2016 to: kryan@epicenter.org