



The Episcopal Diocese of East Tennessee

Canon for Administration

Executive Summary: The Canon for Administration supports the ministry of the Bishop, the Bishop and Council, and other diocesan stakeholders by creating and maintaining systems that ensure effective and transparent financial management, efficient operations, and provision of benefits to the staff of the diocesan office and of the clergy and lay employees of parishes. This position is primarily located in the diocesan office in Knoxville, with occasional travel possible for events or trainings.

Roles and Responsibilities

Senior Advisor to the Bishop

- Provides advice to the Bishop and the Bishop and Council on matters related to finance and administration
- Provides counsel as requested to parishes and worshipping communities of the Diocese with regard to their own financial operations

Manager of Diocesan Finance Program

- Administers the Diocesan finances, in coordination with the Treasurer and the Finance Committee, using generally accepted accounting principles (GAAP)
- Generates accurate and timely financial reports each month
- Oversees staff in their responsibility to remain within the annually budgeted amounts for their ministry areas
- Negotiates contracts with outside vendors
- Generates the voluntary ask figures for each parish and worshipping communities of the Diocese and manages the collection of voluntary asks
- Serves as finance officer of the Diocese for all interactions with the Episcopal Church related to the operations of the Diocese
- Cooperates with an outside accounting firm in the annual auditing of the diocesan financial statements

Administrator of Benefits

- Coordinates with the Church Pension Group on all matters of insurance and pension for the clergy and staff of diocesan parishes and worshipping communities, and the diocesan staff
- Oversees the drafting and implementation of any necessary Human Resources policies for the Diocesan staff

Skills and Experience

The ideal candidate for this position will have:

- At least 5 years of experience in a comparable role.
- A high level of familiarity with Generally Accepted Accounting Principles, particularly those related to the management of nonprofit finance.
- Demonstrated capability to generate accurate and timely financial statements.
- Patience in working with, and the ability to communicate well with, diverse groups of diocesan stakeholders.
- The ability to pass a thorough background check.

Compensation

The salary range for this full-time exempt position is \$75,000 to \$85,000, commensurate with experience. Compensation is reviewed annually. Full-time employees of the Diocese also receive full single medical coverage, enrollment in the Church Pension Fund's retirement benefit (whether lay or clergy), and other benefits provided to diocesan full-time employees.

To Apply:

Send a resume and cover letter to the Rev. Canon Joe Woodfin, Canon to the Ordinary: jwoodfin@dioet.org. Applications will be received until the position is filled.