

Christ Church Cathedral  
Lexington, KY  
Director of Finance

Church Description: Christ Church is a historic church in the heart of Lexington, KY and is the Cathedral for the Episcopal Diocese of Lexington. The Director of Finance has administrative oversight of the Cathedral's operations.

Responsibilities - (This is a broad list and not exhaustive.)

- Ensure proper controls exist and are followed in the handling and safekeeping of all church assets.
- Manage and lead the everyday activities of the church's financial obligations in collaboration with the Dean, Treasurer, and Vestry.
- Preparation of monthly financial statements for submission to the Vestry.
- Perform general accounting functions including preparation of bank reconciliations and adjusting journal entries with the Financial Assistant.
- Manage Human Resources functions (20+ employees).
- Development of the annual budget and direct the receipt and expenditure of all church funds.
- Act as purchasing agent.
- Serve as a resource for administrative staff members to ensure each has necessary resources to fulfill their job.
- Cultivate stewardship relationships and, where appropriate, in consultation with the Dean, make asks for financial support.
- Attend Sunday events quarterly to establish relationships with parishioners and newcomers.
- Appropriately handle confidential information with regards to members, clergy and staff.
- Oversee the Facilities Manager in the use and maintenance of the church campus.

Qualifications & Experience

- At least 3 years of experience in financial management of an organization with comparable complexity and dynamics.
- Bachelor's degree or higher in accounting or finance preferred.
- Strong understanding and prior oversight of accounting and finance functions is required.
- Prior oversight of facilities management is a plus.
- Experience supervising staff.
- Intermediate computer skills in Microsoft Office products, such as Excel and Word is required.
- Excellent interpersonal skills.
- Must be willing to submit to a background check as a condition of employment.

Reporting Relationships: This is a key leadership position that reports directly to the Dean & Rector of Christ Church Cathedral. The DOF serves as the direct supervisor of the Finance Assistant and Facilities Manager, who support the DOF in her or his major job responsibilities.

The DOF position comes with an attractive package that includes:

- Salary range is \$55,000 - \$65,000.
- Benefits include Medical, Dental/Eye, Life Insurance and Prescription Drug coverage
- Retirement Benefit through Church Pension Group

To Apply

Please send resume and cover letter to [jobs@ccclex.org](mailto:jobs@ccclex.org) or Christ Church Cathedral c/o The Very Reverend Carol Wade, 166 Market Street, Lexington, KY 40507