



CHRIST CHURCH CATHEDRAL

A PEOPLE OF PRAYER & ACTION

Director of Finance

Seeking: Director of Finance (DOF)
Christ Church Cathedral
Lexington, Kentucky

Who We Are: Celebrating our 226th year, Christ Church Cathedral is the cathedral of the Episcopal Diocese of Lexington, and a vibrant, growing faith community within the diocese. Our vision is “A World Where All Experience God’s Transforming Love.” Our mission is that “We Are a People of Prayer and Action, Extending God’s Love.”

Who You Are: You are a self-motivated individual who thrives in a collaborative, flexible, creative, fast-paced environment while caring deeply about the accuracy of the details. You will play an essential role in managing the financial operations of the church to help bring the Dean and Vestry’s vision to fruition. The successful person in this position will be a person of faith with spiritual maturity and financial leadership skills. This effective team player creates a culture of excellence and actively delegates to others while modeling a strong service orientation. You view your job as a ministry and provide your skills to Christ Church in this role to the glory of God. You can relate to and work with parishioners with diverse personalities and differing opinions. You are detail-oriented yet can step up to contribute to and support the big picture. If you desire to work in a relational work environment and are passionate about people and loving and serving God, we hope to speak to you about this exciting and important position at Christ Church.

The nature of managing a church’s financial operations requires a high level of empathy and healthy boundaries in dealing with others. The culture of Christ Church Cathedral is centered around creating an environment where “All Are Welcome,” and it depends on a collaborative leadership approach. The DOF must model these characteristics as she or he ensures the healthy and secure functioning of all human, operational, IT systems, financial, and facilities resources of the parish. The cultural fit with Christ Church is a critical element for success and enjoyment.

Reporting Relationships: This is a key leadership position that reports directly to the Dean & Rector of Christ Church Cathedral. Clergy and other program directors report to the Rector as well. 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.

Primary Duties & Responsibilities

The Director of Finance manages church assets, grounds, facilities, and personnel functions.

I. Financial Management

- Ensure that proper controls exist and are followed in the handling and safekeeping of all church assets.
- Collaborate with the Dean & Rector, the Church Treasurer (volunteer position), the Vestry (volunteer Board of Directors,) and volunteer committees in the administration of all aspects of church finance, including:
 - Leadership to Dean & Rector in assessing financial trends, hotspots and opportunities
 - Preparation of all internal and external reporting, to include monthly financial reports to the Vestry
 - Prepare all required reporting, including Parochial Report for Diocese and National church
 - Preparation of annual audit with external auditor
 - Development of annual budget
 - Lead ownership of relationships with external institutions, such as banks
 - Oversight/processing of receipts and disbursements/payables
 - Provide supervision and guidance to Financial Assistant.
 - Attend Sunday worship and events quarterly to establish relationships with long time parishioners and newcomers.

II. Administration

- Information Technology
 - Oversee administrative information technology for the church.
 - Ensure highest security and technology safeguards are in place.
- Human Resources
 - Administer human resources function for all employees.
 - Process payroll for all clergy and staff

III. Development/Stewardship

- Work with the Dean on processes and matters surrounding institutional development.
- Cultivates stewardship relationships and, where appropriate, in consultation with the Dean, makes asks for financial support.
- Specifically oversee the acknowledgement and gratitude system for financial contributions.

IV. Leadership

- Serve as a resource to all programs and ministries within the church.
- Ensure Christ Church maintains compliance with the canons of the Episcopal Church, bylaws of the corporation, and applicable federal or state regulations.
- Serve as a resource for administrative staff members to ensure each has what he/she needs to do their job.
- Appropriately handles confidential information with regards to members, clergy and staff.

V. Property Management

- Provides supervision of and guidance to Facilities Manager (FM)
- As supervisor to the FM, oversees the use, maintenance, and upkeep of all church buildings, grounds, parking lots, etc.
- As supervisor to the FM, oversees all safety and security protocols and ensures compliance with national, state, and local regulations.
- Establishes guidelines for facilities use by internal and external groups.

Qualifications & Experience

- At least 3 years of experience 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.
- Prior experience managing an employee staff and outside contractors is required.
- Intermediate computer skills in Microsoft Office products, such as Excel and Word, are required.
- Must be willing to submit to a background check as a condition of employment.

Compensation

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 or Christ Church Cathedral c/o The Very Reverend Carol Wade, 166 Market Street, Lexington, KY 40507