



SEEKING AND SERVING CHRIST IN ALL PERSONS

Seeking a Parish Administrator

Episcopal Church of the Transfiguration is seeking a full-time Parish Administrator (PA). This is a cornerstone position for the church, with oversight of church finances, database, human resources, and support of funds-development. The PA works directly under the Rector, and supervises a Bookkeeper and Administrative Assistant, to create healthy organizational processes, support staff and volunteer leaders, and strengthen the overall operational vitality of the church. A full position description is included below.

In addition to a resume, candidates should submit a cover letter describing how they have demonstrated servant leadership in their personal and professional lives, as well as how they understand themselves to be qualified for this position. Letter and resume should be sent to the Rector, the Rev. R. Casey Shobe, care of the church or to cshobe@transfiguration.net. Applications will be received through June 19.

Qualifications and credentials

We seek candidates who are highly organized, confident with financial spreadsheets, effective communicators (written and oral), respectfully discreet, and emotionally intelligent. Strong personal character is a must, with humility, humor, and faith being important characteristics to demonstrate in the role. You don't need to be an expert in every aspect of the job description on day one, but be willing to address gaps in your skills through deliberate inquiry and effort. Preference will be given to candidates who have:

- Bachelors, advanced degree, and/or certification in business, accounting, church finance, management, or related field
- Significant experience in an accounting/finance role in church or business environment
- Significant experience leading or managing Human Resources for a church or small business
- Experience of effective leadership of a team
- Advanced computer application skills, particularly with Excel (e.g. graphing, pivot tables)
- Familiarity managing databases

The position involves regular office hours, with one evening meeting typical per week. The position does not involve manual labor, though candidates should be able to lift and carry 20 pounds. Candidates from the Dallas/Fort Worth region are preferred; limited moving expenses are available. Candidates must be authorized to work in the United States.

About Transfiguration

Episcopal Church of the Transfiguration is a thriving parish of 1,300 members in far north Dallas. Founded in 1956, our mission is to seek and serve Christ in all persons, and we are known for our spirit of inclusivity, robust music program, widespread outreach to the community, and founding connection to Parish Episcopal School. Transfiguration is led by the Rev. R. Casey Shobe, Rector, three additional clergy, and a broader staff of 14 employees.

Compensation and Benefits

- Compensation range from \$70-80,000
- Individual health insurance (full coverage)
- Pension
- Four weeks paid vacation
- Generous paid leave (professional development, sick, parental)

Responsibilities and Duties

Financial

- Oversee the financial health of Transfiguration, in partnership with the Vestry, including preparation and maintenance of budget worksheets and analysis of budget performance
- Review and resolve monthly financials, with support of Treasurer and Bookkeeper
- Oversee proper financial checks-and-balances processes
- Manage relationships with the church's banking and audit institutions
- Sign off on all checks, requests, and transfer of funds out of church accounts
- Support Transfiguration Endowment through reporting, communication, and gift acknowledgement
- Coordinate with CFO of Parish Episcopal School to implement lease agreement (e.g. payments, reimbursements, general requests)

Human Resources

- Maintain letters of agreement for all employees, including accurate job descriptions, and maintain personnel files
- Coordinate hiring processes for open positions (posting positions, screening, etc.)
- Coordinate with Rector and Budget, Finance, and Administration Committee (BFA) regarding compensation and benefits for all employees
- Direct the onboard of new hires, including facilitating all documentation related to benefits and state/federal requirements
- Conduct background checks and oversee Safe Church process

- Interface with diocesan administrator, Church Pension Group (CPG), and Church Medical Trust (CMT) on all employee benefits
- Direct all separation processes, with support of legal counsel

Contributions

- Count, enter, and deposit all contributions according to policy
- Prepare and distribute contribution records four times per year
- Manage online and text-to-give procedures
- Provide information to appropriate parties for special donations (e.g. flowers, endowment)

Stewardship and Development

- Provide staff support to Stewardship Committee and Capital Campaign Committee
- Track pledging and provide analysis of data to committees, staff, and Vestry
- Maintain pledge file system, including record of pledges and payments

Administration

- Manage all aspects of church's property/casualty insurance policy, with support from Risk Committee, and ensure appropriate additional coverage when necessary (e.g. travel, special event)
- Ensure all legal documents, contracts, policies, and processes are vetted by Chancellor or other necessary authorities
- Negotiate and maintain office machinery contracts
- Oversee management of Realm database
- Facilitate completion of annual Parochial Report, in coordination with Vestry and staff
- Facilitate sales and contracts for Transfiguration Columbarium
- Oversee church's archives, both physical and digital