

Mailing

#583

Title of the mailing *

Applicants Sought for Position of Treasurer of the Episcopal Diocese of Pennsylvania

Body text of the mailing *

Applicants Sought for Position of Treasurer of the Episcopal Diocese of Pennsylvania

The Rt. Rev. Charles E. Bennison, Bishop, invites applications from qualified persons for the volunteer position of Treasurer of the Diocese of Pennsylvania. Applicants who are either CPA's licensed in the Commonwealth of Pennsylvania or those possessing a MBA in finance, or who have experience in non-profit accounting and/or auditing are especially encouraged to apply. Applicants must be an active, worshipping member of a parish or mission in the Diocese of Pennsylvania, and live in the Commonwealth of Pennsylvania. Under the Diocesan Canons, the Bishop, with the advice and consent of the Standing Committee, appoints the Treasurer, who in turn has the following responsibilities:

The Treasurer is responsible for the prudent and proper financial management of the Diocese. S/he will be capable of providing clear, regular, timely, and accurate reports on the status of the Diocese's finances. S/he will work collegially with the Church House financial staff and consult with them in terms of ensuring the highest level of accuracy in terms of both record-keeping and reporting. The Treasurer will also work closely with the outside auditors. In this way the Treasurer works to thus assure the Diocese of the trustworthiness of its finances and the financial reports. In addition, the Treasurer serves as an ex officio member of Diocesan Convention and of Diocesan Council. The Treasurer is expected to attend Diocesan Conventions, and the meetings of Diocesan Council, which meets six times a year on Saturday mornings. It is also expected that the Treasurer will attend meetings of the Committee on Finance and Property which meets approximately ten times per year on Wednesday afternoons. Remote, secure access to the Church House network will be provided to the Treasurer in order to minimize the need to travel to Church House. In terms of oversight the Treasurer reports directly to the Bishop.

All applicants should send a cover-letter and résumé to Linda Hollingsworth, Executive Assistant to the Bishop, c/o Church House 240 South Fourth Street, Philadelphia, Pennsylvania 19106, or lindah@diopa.org.

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