

The Episcopal Diocese of Texas

Job Description

Job Title: Executive Assistant to the Chief Financial Officer / Registrar

Department: Finance Office

Reports to: Chief Financial Officer

FLSA Status: Exempt

General Summary

The Executive Assistant to the Chief Financial Officer / Registrar provides high-level administrative and operational support to the Chief Financial Officer while serving as the primary Registrar for the Episcopal Diocese of Texas. This role requires exceptional organizational, technical, and interpersonal skills to manage complex administrative functions and ensure compliance with legal, regulatory, and canonical requirements. The position serves as a key liaison between the Finance Office and a diverse group of stakeholders, including clergy, lay leadership, board members, and external agencies. The ideal candidate demonstrates professionalism, discretion, and the ability to navigate complex and sensitive matters with accuracy and sound judgment.

Key Responsibilities

Executive Administrative Support

- Provide comprehensive administrative support to the CFO.
- Prepare presentations, meeting materials, and reports.
- Coordinate logistics and develop materials for Executive Board committees, including Finance, Remuneration, Insurance, and Audit.
- Manage calendars, schedule meetings, and maintain board and committee records.
- Arrange travel, process expense reports, and reconcile monthly corporate credit card statements.
- Maintain contact lists and calendar of board / committee meetings.
- Serve as a liaison with executive administrative assistants and senior leadership.
- Support clergy relocation coordination and related administrative needs.

Finance & Administrative Operations

- Maintain check registers and records for financial-related activities.
- Coordinate annual registrations of diocesan vehicles.
- Oversee Compass Rose Society administrative functions and support insurance renewals.
- Respond to inquiries from churches, diocesan entities, and state agencies, including the Texas Secretary of State.

Registrar Responsibilities

- Serve as the primary registrar for diocesan churches, schools, and institutions.
 - Support incorporation processes with the Texas Secretary of State and Comptroller offices.
 - Respond to requests from The Episcopal Church regarding incorporation, tax and registry records, ensuring compliance with 501(c)(3) requirements.
 - Maintain and update bylaws in accordance with diocesan constitutions and canons; provide access as needed.
 - File applications for religious property tax exemptions for new properties.
 - Coordinate with the diocesan Chancellor on legal and incorporation requirements.
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Education and Experience

- Advanced proficiency in Microsoft Suites (PowerPoint, Microsoft Suites) and Outlook
- Excellent communication, analytical, and interpersonal skills.
- Associate or bachelor's degree preferred.
- Minimum of three (3) years of experience in executive administrative support, legal assistant work, or nonprofit governance.
- Demonstrated ability to handle sensitive and confidential information with discretion.
- Ability to work under pressure, prioritize multiple tasks and meet all deadlines.

Core Competencies

- Demonstrated ability to embody EDOT Staff Core Values: Compassion, Resilience, Joy, Humility, Creativity, and Holy Ambition.
- Ability to manage complex legal and canonical requirements with professionalism and sound judgment.
- High level of discretion in handling sensitive financial, legal, and personnel information.
- Strong interpersonal and communication skills, with the ability to engage effectively with diverse stakeholders.
- Exceptional organizational skills and attention to detail.
- Ability to prioritize, meet deadlines, and manage multiple responsibilities in a fast-paced environment.
- Willingness to develop a strong understanding of EDOT's structure, governance, and mission.

Travel

- Limited travel to community to events and or conferences

Physical and Mental demand and Work environment

The physical and mental demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions.

- Physical and Mental demand: Regularly see, talk, listen and easily remember things, any one of which could last for extended hours.
- Have face-to-face interactions with others throughout the workday; handle frequent interruptions
- Easily follow oral and written instructions; sustain concentration; and make quick and accurate decisions
- Perform under circumstances of emotional stress, such as, yet not limited to, stress from work deadlines, employee complaints, work complexity, competing priorities and occasional under staffing
- Work environment: The work takes place almost entirely indoors in office environment
- The location is moderately noisy due to employee traffic and ongoing phone calls
- The work requires continuous use of telephones, computers, copiers, and similar business devices

Comments: The above statements are intended to describe the essential responsibilities being performed by person assigned to this position. They are not intended to be an exhaustive list of the responsibilities assigned.