

# **Saint Thomas Church Fifth Avenue Position Description**

**Job Title:** Director of Administration and Finance  
**Reports to:** Rector  
**Date:** January 2018

**Background:** Saint Thomas Church Fifth Avenue, established in 1823, is a vibrant, growing parish of the Episcopal Diocese of New York, located in the heart of Midtown Manhattan at Fifth and Fifty-third. Our Mission is to worship, love and serve our Lord Jesus Christ through the Anglican tradition and our unique choral heritage. That choral heritage is nourished at the Saint Thomas Choir School, founded in 1919 and located at 202 West 58<sup>th</sup> Street, the only church-affiliated boarding choir school in the U.S. It provides thorough and distinguished musical and academic training for about 30 students in grades three through eight.

The church is led by the Reverend Canon Carl F. Turner, XIII Rector.

## **Further Information**

Please see website: [www.SaintThomasChurch.org](http://www.SaintThomasChurch.org)

## **The Role**

This is a senior management position reporting directly to the Rector and working closely with the other senior members of the staff of both the church and the choir school.

The Director of Administration and Finance currently supervises a staff of seven people.

Responsibilities include:

- Management of all church and school financial operations. Saint Thomas has an operating budget in excess of \$10 million and an endowment in excess of \$130 million.
  - Prepare operating budget with Vestry, senior staff and head of school
  - Prepare capital expenditures budget with Building Committee and Vestry
  - Present financial position to the Vestry on a monthly basis
  - Review and manage all invoices for authorization of payment
  - Attend all Investment Committee meetings; act as back office for the investment activities of the Invested Funds; liaise with portfolio consultant.
  - Oversee preparation of annual audit
  - Review commercial insurance coverages annually

- Staff responsibility for the work of the Vestry
  - Monthly meetings of Standing Committee – prepare agenda and bring policy and operational issues to the attention of the committee
  - Attend meetings of Audit, Building, Finance, Investment, Music, and Choir School Committees and others as required with appropriate follow-up
- Human Resources
  - Oversee Payroll and Benefits Manager – approve all payroll. Coordinate benefits for all eligible employees.
  - Responsible for all lay employee hiring and termination
- Building
  - Directly involved in all building projects. Negotiate with vendors in consultation with Facilities Manager
- Information Technology
  - Work closely with consultant to ensure proper IT controls are in place and that staff receives proper training and assistance
- Development
  - With the Rector, provide oversight of the Development Office
- Participation in weekly meetings with the Rector

### **Candidate Qualifications:**

The successful candidate will be an experienced financial executive familiar with Boards of Directors and the not-for-profit sector. The individual must have demonstrated the ability to manage a diverse staff and to work in a collegial, cooperative environment.

## **Candidate profile:**

The ideal candidate will have the following attributes:

- Ability to manage a complex financial system requiring regular analysis and reporting; expense control a priority
- Demonstrated communication skills
- Strategic thinker while at the same time not afraid of details
- Strong interpersonal skills and the ability to build relationships with staff, lay leaders and parishioners

Importantly, the candidate must have personal values and interests consonant with the overall mission of Saint Thomas. In particular, characteristics of competence, candor, collegiality and confidentiality are essential.

## **Education and Experience:**

- Bachelor's degree required; MBA preferred.
- At least ten year's management experience in finance including some non-profit.
- Experience with non-profit accounting.
- Substantial experience with human resources issues.
- Understanding of investment strategies.
- Experience in strategic planning process helpful.
- Excellent communication skills both written and verbal.
- Knowledge of Episcopal Church helpful but not required.

## **Location:**

1 West 53<sup>rd</sup> Street, New York, NY 10019

## **Compensation:**

A competitive salary, plus a full benefits package

**If you are interested in the position please send resume to:  
[AdministratorSearch@SaintThomasChurch.org](mailto:AdministratorSearch@SaintThomasChurch.org)**