

Canon for Finance and Property Episcopal Diocese of South Dakota

The Episcopal Diocese of South Dakota seeks a Canon for Finance and Property. This Canon plays a central role in guiding the critical financial and property operations of a geographically vast entity. Put another way, the aspirational and spirit-filled goals of the Church must reconcile with hard financial reality somewhere. The Canon for Finance and Property is responsible for facilitating such a reconciliation, under the leadership and direction of the Bishop, The Rt. Rev. Dr. Jonathan H. Folts.

The Canon for Finance and Property has many responsibilities. To accomplish this, they will need to use Microsoft Excel regularly, expertly, and confidently. On a daily, weekly, and monthly basis, the following will occupy much of the Canon's time:

- Draft the initial budget for the coming year. This is more of an art than a science in a place like the Diocese of South Dakota.
- Administer the monthly payroll and payroll taxes.
- Communicate between the insurance company and South Dakota Episcopalians.
- Pay and then bill out property insurance.
- Maximize amount of maintenance work done per dollar-outgoing.
 - Remind people that the budget for this has limits.
- Manage the properties held by the Diocese.
 - Ensure lease rates are competitive.
 - Maintain accurate records of payments pertaining to each piece of land.
- Take direction from the Diocesan Investment Committee regarding trades and strategies.

This position is located in Pierre, S.D., and comes with a \$53,000 salary, along with excellent benefits, including employer contributions to pension or retirement savings account, and health insurance 85% paid by employer.

Competencies required:

- Microsoft Office, especially Excel (expertise required);
- Attention to detail;
- Basic knowledge of accounting;
- Good organizational skills;
- Flexibility and willingness to learn; and
- Excellent communication, listening, and intercultural skills.

Please send a resume and a cover letter to the Rt. Rev. Dr. Jonathan H. Folts, Diocese of South Dakota, 408 North Jefferson Avenue, Pierre, South Dakota 57501. You may also email Bishop Folts at jonathan@episcopalchurchsd.org.