St. Mark’s Episcopal Church, a resource-sized, historic Episcopal church located in the heart of San Antonio, is guided by our core vocation: Feeding San Antonio with the Bread of Life.

*Feeding the hungry with actual food; Feeding those hungry for knowledge and meaning; Feeding those hungry for beauty and creativity*

**Open Position:** Parish Business Administrator

This position works closely with the Rector and coordinates with staff in a collaborative team environment to manage the day-to-day business needs of the church. Responsibilities include:

**Human Resources**
- Coordinate hiring processes as needed with applicable senior staff.
- Onboard new hires, including applicable enrollments, background checks, and appropriate certifications.
- Manage employee benefit and insurance plans, execute payroll, and ensure payroll reporting is completed accurately.
- Support exit and termination processes as applicable and as relates to HR policies.
- Work with Rector on HR policy and procedures, update the Employee Handbook.
- Liaise with the Diocese on HR and insurance matters.

**Accounting**
- In coordination with the Finance Committee, ensure financial records and business processes are in compliance with current GAAP principles and the Manual of Business Methods in Church Affairs as set forth by the Protestant Episcopal Church in the U.S.A.
- Facilitate annual audit in coordination with the Finance Committee and third-party consultants as applicable.
- Execute annual budget process in collaboration with staff as directed by the Rector.
- Coordinate volunteer teams, et al, for weekly cash processing procedure including accounting-related mail review and processing.
- Support third-party consultant, as applicable, in completion of tasks including A/R, A/P, payroll, financial statements, bank and investment reconciliation, and year-end closing.
- Support Finance and Investment Committees and attend related meetings.
- Support working relationships and efficient execution of duties in and between Treasurer, Wardens, and Finance Committee.
Administration

• Manage annual Diocesan parochial report process involving multiple staff roles.
• Work in support of advancement personnel and stewardship committees, as applicable, to report on pledging, annual giving, and capital campaign gifts in compliance with current policies and processes.
• Answer member questions about their giving history and set up scheduled giving as requested.
• Generate donor giving statements in coordination with accounting personnel.
• Attend staff meetings as directed and applicable.
• Other duties as assigned.

Position Reports To: The Rector

Required: Bachelor’s degree in related field, 5 or more years in accounting and/or administration, proficient in Microsoft Office (Word, Excel, Outlook), experience with accounting software; experience in a non-profit setting with CRM software (Shelby Systems, et al) a plus.

Salary and Benefits: Salary commensurate with experience. Benefits include generous medical/vision/dental coverage, a funded HSA, matching 401K, paid holidays and vacation.

To Apply: Please submit your cover letter and resume to employment@stmarks-sa.org.