



Finance Administrator

Full-Time

Effective May 2026

EPISCOPAL DIOCESE *of West Texas*

The **Finance Administrator** is responsible for invoicing and recapping accounts receivable payments along with other financial data entry; in addition, will support the research and analysis of procurement opportunities. This position will work closely with the Finance staff and the Canon of Administration, reporting to the Chief Financial Officer.

Responsibilities

- Create and send invoice statements, matching accounts receivable payments with invoices, following up on outstanding invoices
- Prepare analysis of procurement contracts working toward cost reduction or expense control
- Assist the Finance Department with other financial work, data entry, and projects
- Participate in Diocesan events such as Council, Bishop's Golf Tournament, and other required events
- Train as a backup for Accounts Payable and Small Church Bookkeeper

Skills Required

- Degree in Accounting, or other related field, preferred
- Minimum of 3 years of financial, accounting, and analysis experience
- Word, Excel, accounting platforms proficiency
- Data entry and report accuracy
- Decision making and problem-solving
- Highly organized with great attention to detail
- Responsiveness and collaboration with other departments

Work Environment

- Physical lifting of 30 pounds or less
- Sitting for extended periods
- Open door offices and collaborative spaces
- Computer use for extended periods
- Natural and fluorescent lighting
- Gathering / walking spaces

Additional Details

- Fast-paced environment handling multiple tasks
- Occasional overnight travel
- Must complete a financial and criminal background check
- Required to complete Diocesan Safeguarding Courses
- Full-time position with Paid Holidays, Pension, and Health Benefits

To apply, submit a resume, references, and personal letter of interest to Anna Tarver at: anna.tarver@dwtx.org