

### **The Finance Office**

The Finance Office, located at Episcopal House, is responsible for accounting, recording, managing, and reporting for the Diocese of Newark, The Diocesan Investment Trust, the Trustees, and various other funds and entities.

Many of the functions performed in Finance can benefit Diocesan Council members, parishes and missions, individuals, and other customers. Finance will:

- Respond to financial, stewardship, insurance, budget, fund balances, and other questions from customers/constituencies within an agreed-upon timeframe
- Work with Diocesan departments, outreach, mission, and other customers on the budget process, including explaining budget preparation, presentation, implementation, and ongoing accountability
- Track, report and statement parishes regarding pledges, BCEF call and ECLF loans; work with customers on payment and reconciliation issues
- Develop, produce, distribute, and explain/discuss management and financial reports/analyses for customers
- Exercise leadership, and advise customers, in the development and implementation of personnel policies and benefits
- Direct and communicate financial policy development and implementation regarding cash flow, payables, budgets, sources and uses of funds reporting
- Process expense reimbursement and other payables as part of A/P and cash flow management
- Process dental insurance premiums; advise on other insurance programs and investment benefits
- Process and record customer transactions related to the DIT, including buying/selling shares for owners, recording holdings, and issuing dividend checks. Field questions about individual DIT investments and transactions and other programs/funds, and provide financial history of investments

**For additional information, contact the Finance Office.**