

Finance Office Staff

“Who to Call”

Office of the Bishop Phone and Address:
602.254.0976
114 W Roosevelt Street, Phoenix, AZ 85003

Lockbox Address for Payments:
The Episcopal Diocese of Arizona, Dept. #880330, P.O. Box 29650, Phoenix, AZ 85038-9650

Kevin Lentz	Clarissa Ortiz	Patti Henderson	Toni Murdock
Director of Finance and Operations	Payroll and Benefits Coordinator	Diocesan Auditor	Revenue and Payable Assistant
602-254-0976	602-529-5043	630-217-6840	480-382-6140
kevin@azdiocese.org	clarissa@azdiocese.org	patti@azdiocese.org	toni@azdiocese.org
Overview of Responsibilities			
Property	Time Sheets	Congregational Reviews	Invoicing
Clergy Compensation Reports	New Employee On-Boarding	Diocesan Audit	Mission Share Reports
Parochial Report	Payroll Processing	Diocesan Month End	Accounts Receivable
Insurances	Employee Benefits	Mission Monthly Reports	Accounts Payable
Investments	CPG	Internal Controls and Separation of Duties	Expense Reimbursements
Oversee Daily Operations of Department	iSolved		110 & 114 W. Roosevelt Repairs & Maintenance

Diocesan Treasurer:

Suzy Mortenson / treasurer@azdiocese.org