

Bettie Cobb
Finance and Benefits Manager

- Makes deposits
- Manages diocesan payables and receivables
- Works with bookkeepers & auditors
- Administers payroll
- Administers Health & Life Insurance
- Schedules and oversees Safeguarding God's Children Training program
- Performs fingerprinting and background checks
- Oversees Lay Licensing
- Manages office equipment
- Orders supplies
- Answers phone and doorbell
- Manages Diocesan House Conference Room scheduling
- Manages Diocesan Convention registration