

DIRECTOR OF FINANCE (St. Louis Parish)

SUMMARY – The Director of Finance is a professional administrator (25-30 hours a week) who reports directly to the Pastor. The Director of Finance assists the Pastor with the stewardship of the financial resources of the Parish, in accordance with Diocesan policies and guidelines.

The Director of Finance must be a practicing Roman Catholic and person of faith committed to Gospel values. He or she must understand and support the mission and purpose of the Church and Parish and must value the organization and responsible management of resources.

This position entails significant exposure to confidential information and discussions, requiring an individual who is capable of maintaining confidentiality at all times, under all circumstances.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

FINANCIAL MANAGEMENT:

- Oversees the maintenance and management of Parish and school operational and financial records
- Oversees accounting/bookkeeping functions including, but not limited to, payables and receivables and all other Parish and school revenue and expenses and the maintenance of general ledgers.
- Monitor expenditures and provide periodic reports to the appropriate parish activity director for review and discussion.
- Administers Parish budget process in collaboration with the Parish Finance Council, School Principal, and Pastor.
- Prepares the Parish budget for the Pastor's review, and the Parish annual report, interim reports, and other monthly reports as directed.
- Prepares the DFE report (Design for Excellence) and the Diocesan School Mid-Year Report in collaboration with the School Principal.
- Handles Parish bank relations to include management of accounts and investments.
- Establishes and implements best practices and financial policies in collaboration with the Parish Finance Council and Pastor.
- Acts as backup payroll processor.
- Acts as staff liaison to Parish Finance Council.
- Participate in all Parish Finance Council meetings. Prepare all necessary reports and facilitate Pastor's approval of Parish Finance Council recommendations. Serve as primary liaison with the Chairman of the Parish Finance Council.
- Prepare annual report to the Diocese for review and approval by the Pastor and Parish Finance Council.
- Coordinate all financial campaigns and programs for the Parish (e.g., Annual Offertory Program, BLA, Building Fund, etc.).
- Attends diocesan meetings as necessary including Diocesan Business Managers' meetings, etc.

SUPERVISION:

- Supervises the activities of the Parish Bookkeeper and School Bookkeeper.

PARISH ADMINISTRATION (COORDINATION WITH OFFICE MANAGER):

- Oversees the maintenance of the Parish census
- Interacts with School Principal on all school operational matters
- Updates Parish policy manual.
- Monitors implementation of Parish policies and guidelines for consistency with Diocesan policies and guidelines.

FACILITIES MANAGEMENT:

- In collaboration with the Facilities Manager, oversees the financial aspects of major repairs, renovations and capital projects in accordance with the Pastor's guidance and Diocesan policies.

SKILLS:

The Director of Finance must have general knowledge of the principles of accounting and bookkeeping and the ability to understand, analyze, and interpret common financial reports and legal documents used in the normal course of Parish business. Experience with QuickBooks is a plus. He or she must also have the ability to establish and maintain effective communication and working relationships with the Pastor, other priests, Parish and school employees and volunteers, and others within the Parish community.

EDUCATION and/or EXPERIENCE:

We require a BS/BA in accounting, business, finance or a closely related field; minimum of five years' experience in finance/accounting/business management; and prior experience with QuickBooks and Excel. Must be a fully-initiated and practicing Catholic who is able to participate in the full sacramental life of the Church.

We offer a competitive salary and an excellent benefits package. Interested candidates should email a cover letter, resume, and salary requirements to StLouisFinance@aol.com. Please write "Attention Finance Council" in the subject line.