

JOB DESCRIPTION

Position Title: Director of Parish Finances
Supervisor's Title: Pastor

Status: Exempt
Approval Date: _____

Job Summary:

Saint Alphonsus Parish is seeking an experienced, detail-oriented, and mission-driven Finance Director to oversee the financial operations of the parish and its Catholic school. The Finance Director serves as the parish's senior financial administrator and is responsible for ensuring sound financial management, accurate accounting and reporting, effective internal controls, budget development, cash-flow management, and compliance with Parish, Archdiocese of Milwaukee policies and applicable federal, state, and local requirements..

Knowledge, Skills, & Abilities:

K: Knowledge

1. Bachelor's degree or equivalent required, Business Administration: a focus or specialization in accounting, or finance preferred.
2. Work experience in business administration, accounting, or finance in a parish or non-profit organization preferred.
3. Experience with Wisconsin School Choice preferred.
4. Supervisory experience preferred.
5. Working knowledge in MS Office products and ACS or similar accounting software and office technology.
6. Must have a valid driver's license for the State of Wisconsin.
7. Catholic who is able to live the Sacramental life of the Church.

S: Skills

1. Professional working attitude and collaborative approach.
2. Strong verbal and written communications skills.
3. Strong organizational and managerial skills.

A: Abilities

1. Ability to multitask and prioritize.
2. Ability to make decisions, attentive to details, and troubleshoot.
3. Ability to maintain confidentiality.

Duties and Responsibilities:

Financial Responsibilities

- Maintains an accurate filing, recordkeeping, and reporting system for all parish financial matters.
- Prepares monthly, quarterly, and year-end reports for the parish/school, Archdiocese, and other reporting agencies as needed.
- Administers a cash flow management system with purchasing and payment schedules clearly defined.
- Prepares, administers, and reviews/monitors the budget in collaboration with the Finance Council, Pastor, and department heads.
- Monitors the collection, counting, recording, depositing, and reconciling of parish revenue from all sources.
- Acts as a resource to parish organizations in all financial matters, from planning to audit.
- Parish contact with financial institutions and the Archdiocese, in collaboration with the Trustee (treasurer).
- Collaborates with the school principal, school staff to oversee and monitor the meeting of school choice financial requirements
- Assists in the planning of financial stewardship and long range planning efforts.

- Ensures internal controls consistent with Archdiocesan policies as well as Wisconsin School Choice requirements.

Supervisory Responsibilities

- Supervises the part-time Administrative Assistant for Finance
- Develop and lead/manage a team of paid staff and/or volunteers.
- Assists in the development and communication of policies and procedures, e.g., finance and personnel manuals.
- Administers salary and benefit policies as directed by the Pastor and Personnel Committee.
- Ensure employees are paid on the established pay schedule and in accordance to State and Federal laws.
- Assists staff recruiting process that meets the needs of ministry area leaders and ensures compliance with all state and federal laws.
- Maintain all employee records to ensure compliance with all state and federal employment laws.

Communications:

- Prepares monthly reports and serves as lead staff liaison to the Parish Finance Council
- Prepares weekly, monthly and annual communication of financial results for the parish at large.
- Communicates departmental budgetary status to ministerial staff and department heads
- Participates in Pastoral Staff meetings

Stewardship:

- Collaborates with the Pastor in planning, executing, and summarizing annual stewardship commitment and third source funding.
- Serves as financial resources for the Annual parish Auction

Other:

- Participates in the Business Administrators Archdiocese of Milwaukee (BAAM) professional group
- Other duties as assigned.

ADA Physical Requirements:

- The employee is regularly required to sit, stand, walk, talk and hear.
- The employee is frequently required to sit for extended periods; use hands; reach with hands and arms.
- Close vision required for paperwork and computer.
- Able to utilize a computer keyboard, monitor, and telephone.
- This role functions in an office environment and uses standard office equipment.
- Ability to lift 30 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Nature of Supervision Received:

This position should work with a minimum of direct supervision.

Judgment Exercised/Decisions Made:

Employee is expected to take initiative and make decisions based on the mission and vision of parish and school and direction from the Pastor.

Number of Employees Supervised:

Currently 1 part time employee.

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.

Employee Signature - _____

Date - _____