

FINANCIAL COORDINATOR POSITION

NATURE OF POSITION

Responsible for assisting the Pastor in the overall administration of the parish finances.

REPORTING FUNCTION

Reports directly to the Pastor and parish manager.

JOB DESCRIPTION

- Advise and report to the Pastor and parish manager on all fiscal matters.
- Review, interpret and analyze monthly financial statements.
- Prepare and monitor the annual parish budgets.
- Review and approve cash receipts and accounts payable.
- Reconcile checking and savings accounts to bank statements.
- Monitor petty cash, may include surprise audits.
- Oversee the implementation of Diocesan financial policies in all areas of parish life.
- Observe guidelines and deadlines of the Diocesan accounting system.
- Complete employee time reports.
- Keep record of vacation and sick time for all parish employees.
- Ensure that parish organizations adhere to Diocesan policy.
- Complete payroll and benefits information required by the Diocesan office.
- Oversees and or coordinates the Diocesan Annual Campaign
- Report to Finance Council
- Other related tasks as assigned.

POSITION ANALYSIS

This mature, responsible individual should possess an in-depth understanding of accounting principles.

Finely honed analytical and interpretative skills will be called upon in preparing the annual budget and reviewing and monitoring financial statements and reporting on them to the parishioners. The position requires excellent communication, organizational skills.

A professional demeanor is essential in interacting with and communicating with: parishioners, members of the Finance Council, other office personnel and Diocesan Office personnel. The position requires a working background in word processing and spreadsheet applications. An understanding payroll and benefits is also desired. Must have a working knowledge of Church teaching and understanding of the mission/vision/philosophy of a Roman Catholic parish. Knowledge of a multi-site network would be helpful.

EDUCATIONAL/WORK EXPERIENCE REQUIREMENTS

A Bachelor's degree in accounting or equivalent work experience.

Experience with parish operations is preferred.

Please send your resume to:

Fr. Howard @ St. Ignatius of Loyola Catholic Church, 1095 Church Road, Orrtanna, Pa 17353