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| **PARISH:** | **Divine Grace Parish**  |
| **OFFICE:** | **St. Ferdinand Church Site** |
| **FLSA Status:** | [x]  Exempt [ ]  Non-Exempt |

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| **JOB TITLE:** | Finance Coordinator  |
| **NAME :** | Click here to enter text. | **DATE:** Click here to enter a date. |

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| **Pay Grade:** | **Exempt**  | **Days/Week:** | **Mon - Fri (Sat/Sun as necessary)** |
|  |  |  | **40 hours/per week** |
| **Reports to:** | **Parish Operations Manager** |  |  |

**Minimum Qualifications:**

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| **Education:** | Bachelor’s Degree in Accounting, Finance, or related field. |
| **Experience:** | Two (2) – Three (3) years’ related work experience.  |
| **Knowledge/Skills:** | * Abel to support the mission of the Catholic Church.
* Successful completion of the Diocesan Safe Environment process.
* Strong interpersonal and cooperative working skills;
* Excellent verbal, and written communication skills;
* Strong administrative ability and organizational skills with attention to detail;
* Knowledge of accounting principles and practices;
* Skills and solid experience with financial systems, financial reporting, financial and business planning, budget preparation and adherence to statutory, regulatory and other policy standards and requirements;
* Ability to accurately analyze, interpret, summarize, and present financial information;
* Proficient in Quicken, QuickBooks and Microsoft Office Business Suite (Word, Excel, Outlook, Access, and PowerPoint);
* Excellent multitasking skills;
* Capacity to relate to a wide variety of people, a spirit of generosity, and the ability to collaborate;
* Able to protect confidential information.
* Able to travel to Diocesan and parish sites as required.
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| **Summary of Job:** | The Finance Coordinator, reporting to the Parish Operations Manager, is responsible for overseeing, coordinating and administering the financial records of the Parish, including accounting, bookkeeping, payroll and benefits, record keeping, banking, insurance, and all related financial administration.  |
| **Routine****Duties****And****Responsibilities**: | * Administer and coordinate all financial systems and processes including general ledgers, internal accounts, accounts payable and accounts receivable, payroll, insurance, budget monitoring, and other financial systems and processes as required.
* Prepare the parish budget, annual report, interim reports, general ledgers and other monthly reports for the Parish Operations Manager, Pastor, School Principal, and Finance Council.
* Monitor the operating budget of the Parish and report regularly to the Parish Operations Manager, Pastor, and Finance Council as to potential problem areas.
* Manage bookkeeping functions, including but not limited to payables and receivables and all other parish-related revenues and expenses.
* Assist the Parish Operations Manager in the administration of offertory enhancement programs, fundraising for special parish projects, and other related matters.
* Ensure that all federal, state and local taxes are paid in accordance with federal, state, and local regulations.
* Administer payment of salaries and benefits; maintain employee personnel files.
* Provide human resources support, assisting with the development and implementation of personnel policies and practices.
* Collaborate with the Parish Operations Manager, Pastor, and Parish Finance Council in preparation of budgets, capital planning, and fundraising.
* Maintain a responsible cash flow management system and maximize cash management resources.
* Analyze business performance against budget and goals.
* Bring to the attention of Parish Operations Manager and Pastor any financial concerns as soon as they become apparent.
* Oversee counting and deposit of all parish funds; manage parish banking.
* Review accounting procedures routinely to ensure adequate controls are in place.
* Reconcile all parish related accounts by identifying outliers in the budget and report to Parish Operations Manager and Pastor for possible corrective action.
* Collaborates with School Principal to assist with financial activities of the school including tuition, fundraising, enrollment, etc.
* Participate in all Parish Staff, Finance Council, and Diocesan meetings as required.
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| **Other Duties:** | * Additional responsibilities as assigned.
* Signing an Acknowledgement of this job description upon acceptance of an offer of, and as a condition to, employment providing that the employee has read, understands and agrees to the requirements set forth in the job description.
* Agreeing to and signing the standard Pastoral Conduct Manual and the attached document, containing what is commonly referred to as the Cardinal’s Clause, upon acceptance of an offer of, and as a condition to, employment with the Parish.
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