Diocese of Lafayette
OFFICE OF PARISH & SCHOOL FINANCE
Job Description

POSITION TITLE: *Parish & School Finance Representative*
POSITION STATUS: *Non-exempt, Full-time Regular, Benefits Eligible*
IMMEDIATE SUPERVISOR: *Parish & School Finance Manager*
(Regular) WORK SCHEDULE: *M-Th, 8:30 a.m. – 4:30 p.m.; Fri, 8:30 a.m. – 12 noon (33.5 hours/wk)*

POSITION SUMMARY:

The Parish & School Finance Representative (Representative) for the Diocese of Lafayette is responsible for working directly with parish and school bookkeepers as well as Pastors and Principals to assist in proper accounting of activities and the following of Financial Policies of the Diocese of Lafayette. This person is responsible for reviewing the monthly bookkeeping entries of assigned locations as well as providing assistance to bookkeepers on proper accounting and reporting to the diocese, and state and federal governments.

The person in this position is called to provide a Christian, compassionate, and professional personality in all aspects of day-to-day operations, with complete confidentiality. The Representative must be a team player who shares and participates in the vision and goals of the Bishop and of the Diocese.

The person in this position follows the established working hours of the Diocese of Lafayette Central Office and shall follow all diocesan and office policies, procedures, and regulations.

The Parish & School Finance Representative is required to take an Oath of Confidentiality.

ESSENTIAL FUNCTIONS:

- Review (assigned) multiple church parish and/or school books on a monthly basis for proper accounting procedures and to implement related diocesan policies.
- Receive and process daily mail and answer direct phone line.
- Check remittance forms for accuracy and organize for monthly review.
- Operate as bookkeeper for parishes/schools on a temporary basis, as needed/directed.
- Assist local bookkeepers with accounting program and payroll issues.
- Assist co-workers, as needed/directed.

Review of Church Parish and School Books:

- Organize information such as bank statements, savings statements, investments statements, payroll reports and as needed, print necessary documents for review.
- Work closely with local bookkeepers for proper accounting of daily transactions. Review of the income and expense.
- Send a review to respective bookkeeper on needed changes and/or advising that books are ready to close.
- Organize monthly reports on each assigned location, in proper database and paper file.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Ability to maintain confidentiality.
- Ability to clearly communicate and interact with the many different persons who will be in contact with the office, including but not limited to clergy, religious, bookkeepers and central office personnel.
- Proficient in current office-related computer system(s), including but not limited to WORD, EXCEL, OUTLOOK and mail-merge programs.
- Advance spreadsheet application skills.
- Strong organization, leadership and communication skills.
- Ability to work collaboratively and compassionately with other Central Office supervisors and staff members, as well as clergy, lay personnel and volunteers through the Diocese of Lafayette.
- Knowledge of payroll reporting on Federal and State levels.
- Proficient typing and proofreading skills as well as ability to compose and write in proper format, punctuation, spelling and grammar.
- Must be self-motivated, prompt in performing tasks and capable of working independently.
- Must maintain up-to-date personal certification for diocesan Safe Environment program.
- High school diploma or equivalent required; higher education experience and/or certification preferred.
- Minimum of five years related experience.

JOB CONDITIONS/PHYSICAL DEMANDS: *The following are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- While performing the duties of this job, employee is frequently required to sit, walk, talk and hear and to perform repetitive motions of the fingers, hands and wrists.
- Specific seeing abilities include close vision, depth perception, and ability to adjust focus.
- Employee is required to do extensive close computer work.
- Must be able to push, pull, lift, and carry items up to 10 pounds.
- Work is performed in an office setting.
- May be called upon to work beyond the regular work schedule on weekends, evenings or holidays.