Finance Director

St. Joseph, Husband of Mary
Immediate Full-time Position Available for:
Finance Director

A. General Description

This position supports the Pastor’s financial and business responsibilities to the parish. The finance director is a steward of the physical, financial and personnel information resources of the parish.

B. Responsibilities and Regular Activities

a. Financial Responsibilities
   i. Maintain an accurate filing and record keeping and reporting system for all parish financial matters. Prepare monthly, quarterly and year end reports for parish and Diocese as required.
   ii. Assure cash management and internal financial controls are followed in accordance with Diocesan and parish financial policy and procedures.
   iii. Direct the collection, counting, recording and depositing of parish revenue from all sources.
   iv. Prepare, administer and review budget processes in collaboration with ministries, departments and the Pastor. Prepare budget reports for review and approval of the Parish Finance Council and Diocese.
   v. Prepare and present financial information regarding parish activities and transactions to the Pastor on a weekly basis or as directed by the Pastor.
   vi. Represent the parish and Pastor in financial matters with the Diocese as directed by the Pastor.
   vii. Coordinate and review parish organization funds (women’s guild).
   viii. Prepare and administer stewardship of time, talent and treasure and long range planning efforts approved by the Pastor.

b. Personnel Responsibilities
   i. Supervise financial and census staff.
   ii. Prepare personnel action requests (PAR), salary forecasts as directed by the Pastor.
   iii. Prepare and maintain accurate payroll information.
   iv. Follow and maintain Diocesan personnel policies and procedures.

c. Administrative Responsibilities
   i. Oversee management of parish census records.
   ii. Supervise the maintenance of electronic parish membership and sacramental records (Census).
   iii. Coordinate parish liability and property insurance, worker’s compensation, and volunteer information with Diocesan insurance programs.
   iv. Maintain good working relationships, effective communications between parish community, employees, vendors and contractors.
   v. Consult with and advise Pastor on business and administrative matters that affect the parish.

d. Facilities Responsibilities
   i. Supervise parish improvements and repair of facilities, grounds and equipment as directed by the Pastor.
Finance Director

ii. Solicit and review bids and quotes and negotiate contracts as required.
iii. Oversee “first point of contact” for security issues.
iv. Assure compliance with safety, security and environmental regulations and practices.

C. Education and Experience:
   a. Bachelor’s degree in Accounting or Finance or equivalent experience
   b. CPA designation or training, preferred
   c. Five years of management experience in finance and accounting with non-profit organizations or similar size
   d. Experience with QuickBooks, church management software
   e. Well-versed in Microsoft Office Suite
   f. Church finance experience preferred
   g. Knowledge of the Catholic faith preferred

Please mail resume to: nameh@stjosephhom.org

St. Joseph, Husband of Mary
7260 W. Sahara Ave, Nevada 89117