

## 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.

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- 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: [mameh@stjosephom.org](mailto:mameh@stjosephom.org)

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