

## JOB DESCRIPTION

<b>Position Title:</b> Parish Accountant/Business Manager	<b>Status:</b> Exempt
<b>Supervisor's Title:</b> Pastor	<b>Approval Date:</b>
<b>Revised:</b> 11/6/2020	

### **Job Summary:**

The Parish Accountant/Business Manager in concert with the pastor is responsible assisting the church in carrying out its mission by planning and implementing effective organizational and fiscal processes to achieve its Gospel-based goals. This role is primarily responsible for the execution of the accounting functions and operations of the church and will provide management of the following operations: financial management and contract administration, facilities and property management, employee benefits administration, support and coordination of resources for mission and ministry, and security and risk management.

### **Actions required to be consistent with Culture and Values:**

- **Explore Potential:** Nurture and challenge the God-given potential and gifts in others so they translate their own potential into action and reach the hearts of even more people through missionary discipleship.
- **Connect to Inspire:** Connect with each individual person and ignite their desire to accomplish the vision and mission of the Church.
- **Embrace People's Hearts:** See Christ in all who are served and treat each person with respect and honor with positive regard and appreciation for all individuals.
- **Empowered to Act:** Take personal responsibility for diocesan mission, vision and culture with a personal desire for accountability to reach souls for God.
- **Nurture Abundant Life and Growth:** Actively nurture life and growth of each individual with a desire to cultivate their own ability to inspire discipleship in others. Cultivate leaders and teams outside of their comfort zone in their personal journey of discipleship actions.

### **Required Knowledge, Skills, & Abilities:**

#### **Knowledge**

- Bachelor's degree in business, management, facilities management or related field
- Must have a minimum of three years of experience in management, personnel supervision and in facilities management
- Business and accounting background/education
- Demonstrably excellent oral and written communication skills
- MUST have a strong knowledge in finance with experience working with a significant non-profit budget
- Excellent proficiency with cloud-based technology, including accounting software (QuickBooks), Gabriel census software and Microsoft suite of tools

#### **Skills & Abilities**

- Strong organizational and administrative skills
- Strong interpersonal / people skills

- Strong verbal and written communication skills, with an excellent command of English composition and punctuation
- Ability to adhere to strict confidentiality
- Integrity
- Continuous desire and effort to develop skills/knowledge
- Strong research skills and commitment to best practices
- Ability to clearly and strategically plan and track capital inventory, projects, and concerns
- Must be able to prioritize and manage multiple tasks with frequent interruptions
- Maintain a cooperative, collaborative and delegative team spirit with staff, volunteers and community
- Requires professional and personal commitment to biblical Christian principles and teachings

**Duties and Responsibilities:**

*“Embrace the mission and vision of the Catholic Diocese of Green Bay and work in accordance with Catholic Social Teachings and the moral and ethical values of the Catholic Church.”*

- Employees are expected to attend retreats, seminars and small group discussions where faith is discussed.

**Administration of Finances** (oversee or perform)

- Budget preparation, monitoring, and reporting
- Investment records and reports
- Deposit accuracy at bank, into financial systems (QuickBooks), and into census program (Gabriel)
- Parishioner Weekly Offertory and Mass Counts into census program (Gabriel)
- Liaison for outsourced payroll
- Expenditure approval in keeping with the parish budget
- Pastor, Finance Council, Pastoral Council Reports
- Finance Council liaison
- Annual reports to parishioners and diocese
- Oversee Bookkeeper
  - Accounts payable & receivable processing
  - Chart of Accounts / General Ledger Data Entry
- Develop business processes to improve operational efficiency of the church
- Assist with other duties as assigned

**Oversight of Buildings and Grounds** (oversee or perform)

- Capital assets inventory records – verify presence and condition
- Long-range facility planning
- Buildings and grounds committee liaison
- Cemetery properties

**Administration of Personnel Files**

- Maintains accuracy of personnel files
- Administers all employee benefits for parish

**Physical/Visual/Mental Demands:**

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle objects, reach with hands and arms; and talk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and distance vision.

**Typical Working Conditions:**

Person in this position will work in an inside office environment; would work alone at times and frequently with a group; normal hours would be 32 hours per week, Monday through Thursday 9:00a.m.-5:00p.m.

**Nature of Supervision Received:**

Receives minimal supervision, but is expected to touch base directly with the pastor at least once weekly.

**Judgment Exercised/Decisions Made:**

Considerable judgment and independent decisions making is required regarding compliance to policies. Decisions are moderately complex. Requires ability to thoroughly investigate and analyze problems and recommend the proper course of action. Judgment and tact must be used in communication of policies and procedures.

**Financial Responsibility:**

Responsible for effective use of budgeted resources.

**Supervision Exercised/Number of Employees Supervised:**

Liaison to Maintenance Supervisor and parish janitorial staff at St. Francis Xavier and St. Mary, Bookkeeper at St. Mary

Signature \_\_\_\_\_

Date \_\_\_\_\_