

St. Mary of the Immaculate Conception Position Description

Title/Position: **Parish Accountant**

Supervisor: Director of Parish Activities/Pastor

Position Goal: The Parish Accountant will manage the financial operations of the parish following the diocesan accounting procedures, ensuring that all revenues of the parish are safeguarded and recorded in a timely and effective manner and that the parish's financial resources are expended in a timely and effective manner. The Accountant will perform the majority of day-to-day work, and will assure that all staff and volunteers are following proper procedures in their financial responsibilities. The Accountant will also provide financial analysis in support of the pastor and the pastoral leadership team.

Position Qualifications:

- A Bachelor's Degree in Accounting and a minimum of 3-5 years of experience in responsible accounting or bookkeeping positions preferred.
- A demonstrated ability to interact in a spirit of hospitality and collaboration in person, by phone, and in writing with members of the parish community and the general public.
- A flexible manner allowing the ability to handle a variety of tasks, deadlines and priorities.
- The ability to work independently with minimal supervision.
- Prior experience with accounting and payroll software and Microsoft Office, especially Excel.
- The ability and practice of maintaining confidentiality.
- An active Catholic in good standing with the Lord and the Church preferred.

Major Duties and Responsibilities:

- Assures parish stewardship, tuition, Scrip and other parish income is processed on a timely basis and in accord with diocesan guidelines. Records parish stewardship and other parish income to the General Ledger.
- Assures parish expenses are recorded and paid on a timely basis and in accord with diocesan guidelines. Enters Accounts Payable items and prepares checks.
- Completes monthly financial closing and prepares monthly financial statements on a timely basis for reporting to the pastoral leadership team, the Finance Council, the Pastoral Council, the Total Board of Education and parish groups.
- Records, applies and reconciles restricted funds.
- Manages cash flow for the parish following the direction of the pastor and the Finance Council.
- Makes monthly transfers between accounts and prepares documents needed for bank reconciliations.
- Assists with payroll processing and general ledger entries related to payroll, taxes and benefits.
- Implements and assures compliance with the financial policies and procedures of the Diocese of Green Bay and the parish.
- Completes year-end reports for parish and Diocese.
- Maintains forecast of parish's financial position in concert with the pastoral leadership team, and monitors and assists in managing to the budget and/or forecast.
- Provides oversight and training for parishioners providing assistance with any financial functions including but not limited to counting of the stewardship offerings, fundraising projects, the Scrip program and regular finance duties.

- Works collaboratively with the Director of Parish Activities to provide oversight for the Scrip Program.
- Serves on the Finance Council in an ex-officio capacity and serves as needed as a resource to the Pastoral Council, the Total Board of Catholic Education, and other parish standing and ad hoc committees.
- Takes a lead role preparing the annual budget, working collaboratively with the pastoral leadership to assist in preparation of the individual program budgets.
- In concert with the designated school staff, manages collection of school tuition.
- Works collaboratively with the school staff to administer the matching grant program.
- Monitors investment accounts and serves as a key liaison for banking relationships.
- Performs financial analysis, vendor contract review, bid analysis, pricing and purchasing analysis as a primary financial management role and as requested by members of the pastoral leadership team and parish councils and committees.
- Provides oversight for annual tax receipts for parishioners and W-2 statements for staff. Prepares thank you letters for any special donations.
- Prepare 1099 statements for vendors.
- Coordinates all audits and accreditation reviews in regard to financial records.
- Assists in the management, transaction processing and reporting for fundraising projects and capital campaigns.
- Develops expertise in accounting and database software and assists with administration of access and rights for staff and volunteers.
- Maintains inventory records and long-term capital project documentation.
- Works collaboratively with other staff to maintain and complete special reports and projects as needed.
- Performs key customer service functions for parishioners in the absence of other staff.
- Performs designated responsibilities of the parish secretary and Director of Parish Activities during vacation and other leave periods.
- Performs other duties as assigned by the Director of Parish Activities and/or the pastor.

Employee's Signature _____ Date _____