

# Most Pure Heart of Mary Church

## Job Description

**Job Title:** Finance Office Administrator

**Accountability:** Pastor

**Job Summary:** The Parish Finance Office Administrator assists the Pastor in the administration of finance and business functions of the parish as a steward of the parish finances while working closely with the parish finance council and other committees.

**Working Environment:**

This position requires regularly scheduled hours during daily business hours (8:00 a.m. – 5:00 p.m.) that total 40 working hours per week. Some evening and weekend hours may be required.

**Job Qualifications:**

Personal Qualifications:

1. A Catholic of good reputation.
2. Trustworthy of confidence and monies.
3. Excellent interpersonal communication skills.
4. An ability to organize and administrate.

Job Skills:

1. College degree and/or pertinent work experience.
2. Knowledge of accounting principles and practices is required.
3. A self-starter; able to work independently.
4. Must be detail oriented.
5. Ability to work with archdiocesan and parish policies and structure.
6. Able to carry out tasks listed with minimum amount of supervision.
7. Ability to present oneself professionally.

**Job Training:** Attend Archdiocesan sponsored Finance, Human Resources Endowment and Stewardship seminars and conferences.

**Job Responsibilities:**

Financial Responsibilities

1. Maintain an accurate filing, record keeping and reporting system for all parish financial matters.

2. Administers a cash flow management system with payment schedules clearly defined.
3. Responsible for Accounts Payable and check processing.
4. Responsible for all journal entries related to cash receipts and for the balancing of cash accounts.
5. Responsible for input/output services for Payroll in PDS Payroll/Ledger program.
6. Process payroll for Church and School. (*Payroll outsourced with ADP*)
7. Prepare 1099's as needed.
8. Responsible for preparation of monthly, quarterly, and year-end reports for parish and Archdiocese as needed.
9. Responsible for the processing of Archbishop's Call to Share contributions and preparation of report for Archdiocese.
10. Responsible for yearly insurance report for Worker's Compensation – Catholic Mutual.
11. Prepares Parish budget with assistance from department heads.
12. Serves as a helpful resource to parish organizations in all financial matters.
13. Serves as a parish contact with financial institutions and the Archdiocese.
14. Responsible for the finances for Summerfest and is the primary contact for the "bank" at Summerfest.

#### Administrative Responsibilities

1. Manages the day-to-day operations of the finance office.
2. Responsible for management of the parish records related to finance.
3. Attends Finance Council and Foundation Board meetings, assisting as a resource and secretary of minutes.
4. Responsible for the supervision and direction of part time employee(s) and volunteers in the finance office.
5. Responsible for the development and implementation of written policies and procedures related to the finance office.
6. Serves as Security Administrator for PDS Church Office and Payroll/Leger systems.
7. Administrator of the data server and IT contact.
8. Responsible for daily back up of server and taking data file backup off site each day.

#### Stewardship

1. Responsible for supervision of data entry for stewardship contributions into PDS Church Office software.
2. Responsible for supervision of collection counters and maintain 2 or more counting teams.

3. Responsible for quarterly stewardship contribution letters to parishioners.
4. Creates financial reports from PDS Church Office files as needed for church and school.
5. Responds to inquiries with regard to pledges/contributions.
6. Ensures that order is placed each month for parish stewardship envelopes.

#### Human Resources

Administers employee benefits, with the guidance of the Archdiocese Insurance office, which includes insurance (health, dental, vision, life/disability, supplemental life, Flex spending account) 401 3B-Tax deferred annuity, retirement and maintain current employee benefit records.

Responsible for processing Disability Claims, Worker's Compensation Claims and accident claims and serves as contact for these services.

#### Foundation

1. Receives and organizes account information from the Archdiocese and other sources with regard to endowments, and assists the Endowment Board as needed.
2. Prepares quarterly financial reports for Foundation.

Responsible for other duties as assigned.