

ST. GERALD CATHOLIC CHURCH

JOB DESCRIPTION

POSITION: Parish & School Accountant

FLSA STATUS: EXEMPT

REPORTS To: Business Manager

Type of Employment: Full-Time

GENERAL SUMMARY OF POSITION:

The Parish & School Accountant is responsible for day-to-day stewardship of financial resources for the parish and school, in accordance with diocesan policies and procedures. This position requires a person of faith committed to Gospel values who understands the organization and helps the Church fulfill its mission and purpose. This is a critical parish position responsible for the daily business activity of the parish and school, including fiscal reporting, general ledger, payment of bills, payroll, and assuring all general accounting principles and practices are followed and accurate financial records are maintained.

ESSENTIAL JOB FUNCTIONS:

Employees of the Catholic Church are expected to conduct themselves in a manner consistent with and supportive of the mission and purpose of the Church. Individuals' public behavior must not violate the faith, morals, or laws of the Church or the Archdiocese of Omaha, such that can embarrass the Church or give rise to scandal. The following areas represent the major functions of the Parish & School Accountant:

Financial

- Prepare interim reports, general ledgers and other financial reports.
- Manages relationship with bank and the archdiocese in regard to management of accounts and problem solving in regard to financial matters.
- Manages bookkeeping and general ledger functions, including but not limited to, payables and receivables and all other parish and school revenue and expenses.
- Maintains parish and school operational and financial records.
- Ensures all federal, state and local taxes are paid in accordance with laws and/or regulations.
- Manages payroll and payment of salaries and benefits.
- Cash flow management.

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Administration

- Review internal controls of the parish to ensure best practices are in place.
- Builds relationship with parishioners, answers phones and greets as needed.
- Responds to questions involving financial issues for parishioners, staff members, committee chairs as needed.
- Prepares accurate and complete financial reports with timeliness each month and conducts review with Business Manager.
- Assists in the planning of financial stewardship and long-range planning efforts.
- Attends staff meetings and various committee meetings, as needed.
- Attends archdiocesan meetings, where appropriate, for training and development or as needed.

Human Resources – As needed, assist the Business Manager in the following areas:

- On-boarding new parish employees, ensures all employment documentation reviewed with and collected from new employee
- Administers parish salary and benefit policies as directed by the Pastor.
- Benefits administrator for all insurance and benefits packages
- Vendor relations for all benefit providers.
- Contract administration with school staff.
- Administers and manages the school's Hot Lunch program. Acts as the interface with all vendors providing products or services for the Hot Lunch program.

KNOWLEDGE, SKILLS AND ABILITIES:

Possess and able to consistently demonstrate the following personal and professional qualifications:

- Knowledge of archdiocesan recordkeeping and internal control requirements.
- Advanced computer software skills in Excel, Access and Quick Books to assure accurate recordkeeping.
- Ability to manage and manipulate large database to provide accurate reports and assessment of financial trend, as well as ad hoc reporting requests.
- Knowledge of accounting and record keeping principles and practices.
- Knowledge of cash flow management.
- Knowledge and ability in budgetary principles
- Strong interpersonal skills to build relationships and trust.
- Ability to maintain accurate collection and deposit records.
- Ability to communicate and offer assistance in regard to finances and recordkeeping, as needed.
- Project management skills.
- Strong interpersonal skills to work with small groups of volunteers and interact with diverse populations.

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- Oral and written communication skills to effectively provide information to individuals internal and external to the parish. .
- Awareness of liability and litigation procedures and ability to respond to federal, state and local laws and regulations.
- Flexibility and ability to accept and lead through change.
- Self- motivation and a sense of urgency.
- Exhibit qualities of honesty, integrity and trustworthiness at all times.

EDUCATION AND EXPERIENCE:

- Bachelor of Science in Business Administration, specializing in Accounting or Finance preferred, or equivalent work experience.
- 2+ years of Accounting/Bookkeeping experience, preferably in a non-profit environment.
- Experience in general business management

NOTE: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so qualified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.