

# Mansfield Area Catholics

St. Mary Parish/St. Peter Parish/Resurrection Parish

## Job Title: Finance Manager

**Reports To:** Pastor

**Supervises:** Finance staff (4 employees)

**Employment Type:** Full-time

**Location:** Mansfield, Ohio

### Position Summary

The Finance Manager serves as the chief financial administrator for three Catholic parishes, ensuring sound fiscal management, accurate financial reporting, and compliance with diocesan policies and civil regulations. This role supports the mission of the Churches by stewarding parish resources responsibly and transparently. The Finance Manager works collaboratively with the pastor, parish leadership, staff, and volunteers to promote financial stability and accountability across all three parishes.

### Essential Duties and Responsibilities

#### Financial Management & Accounting

- Oversee all parish accounting functions, including general ledger, accounts payable/receivable, payroll, and cash management
- Prepare monthly, quarterly, and annual financial statements and analyses for the pastor, finance councils, and the diocese
- Assist with the development, monitoring, and reporting on parish budgets for all three parishes
- Conduct financial forecasting, trend analysis, and variance analysis
- Ensure proper internal controls and safeguarding of parish assets

#### Compliance & Reporting

- Ensure compliance with diocesan financial policies, canon law requirements, and applicable civil laws
- Coordinate annual audits, reviews, and diocesan financial reporting requirements
- Maintain accurate financial records in accordance with non-profit generally accepted accounting principles (GAAP)

#### Supervision & Leadership

- Supervise, train, and evaluate a staff of four employees
- Delegate responsibilities effectively and promote a collaborative, respectful work environment

- Provide guidance and support to parish volunteers involved in financial activities

### **Advisory & Strategic Support**

- Serve as a financial advisor to the pastor and parish leadership
- Support parish finance councils by preparing reports and attending meetings as needed
- Assist in long-term financial planning, capital projects, and stewardship initiatives

### **Qualifications**

#### **Required**

- Bachelor's degree in Accounting, Finance, or a related field
- Several years of accounting and financial analysis experience
- Practicing Catholic in good standing, with a commitment to the mission and values of the Catholic Church
- Demonstrated experience supervising staff
- Strong analytical, organizational, and problem-solving skills
- High level of integrity, confidentiality, and attention to detail

#### **Preferred**

- Experience in parish, diocesan, nonprofit, or faith-based financial management
- Familiarity with diocesan accounting systems and parish management software

### **Skills and Competencies**

- Proficiency in accounting software and Microsoft Excel
- Clear written and verbal communication skills
- Ability to manage multiple priorities across multiple parish locations
- Collaborative leadership style with pastoral sensitivity

### **Working Conditions**

- Office-based with occasional evening meetings (e.g., finance council meetings)
- Some travel between parish locations required

### **Compensaion**

- Minimum of \$65,000 - \$75,000 and negotiable

### **Contact**

- Send cover letter, resume, and references to: [spain.michelle@myspartans.org](mailto:spain.michelle@myspartans.org)