

St Helen Parish

Finance Manager

Job Description

I. Identifying Information

Position Title: Finance Manager

Status: Full/Part Time, non-exempt, 12 months

Reports to: Business Manager

II. Primary Function of This Position

The Finance Manager is responsible for maintaining accurate and timely financial records of the parish including general ledger, Accounts Payable, Payroll, financial statements, annual budgeting.

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Regular Accounting functions.

- Maintain computerized accounting system
- Maintain chart of accounts
- Coordinate Bank Deposits
 1. Oversee counting and deposit of weekly collections
- Record cash receipts
- Remit designated collections timely
- Prepare and record adjusting Journal Entries
- Review for accuracy, reconcile, record and pay vendor invoices
- Record and pay approved check requests
- Payroll
 1. Journalize and post semi-monthly payrolls into GL
 2. Remit PR withholdings for 401k, child support, etc

2. Preparation of Financial Reports

- Prepare monthly financial statements in a timely manner for submission to the Parish Finance Council and Pastoral Council
- Prepare annual diocesan financial report in a timely manner
- Prepare all other diocesan requested financial reports
- Prepare various financial analyses as directed by Pastor or Business Manager
- Prepares annual budget in consultation with Business Manager.

3. Monitor bank account and investment account balances

- Prepare monthly bank reconciliation for review by Pastor and Business Manager

- Reconcile investment accounts on a quarterly basis
4. Assists Business Manager with maintenance of personnel files and benefits administration.
 5. Attend Finance Commission meetings and present financial reports
 6. Other duties as assigned by Pastor or Business Administrator

IV. POSITION SPECIFICATIONS/REQUIREMENTS

- A. **SKILLS, KNOWLEDGE AND/OR ABILITIES**
 - a. Thorough knowledge of accounting principles and practices
 - b. Good organizational skills
 - c. Good record keeping skills
 - d. Must have computer skills necessary to effectively utilize on-line accounting system, Microsoft Excel & Word, Google Docs and other computerized systems
 - e. Demonstrated ability to maintain confidentiality
 - f. Demonstrated ability to prioritize and be flexible

- B. **EDUCATION, TRAINING AND/OR EXPERIENCE**
 - a. Associate Degree in Accounting. Bachelor degree preferred. Equivalent demonstrated experience may be considered in lieu of formal degrees.
 - b. Minimum of 3 yrs. experience in a position with similar responsibilities.

V. WORKING ENVIRONMENT

Office environment with some evenings and/or weekend work.

Approvals

_____ Date: _____
St Helen Pastor

_____ Date: _____
St Helen Business Manager

Concurrence

_____ Date: _____
Employee