

JOB DESCRIPTION
ACCOUNTING AND PAYROLL MANAGER
CRESCENT PARISHES

I. IDENTIFYING INFORMATION

Position Title: Accounting and Payroll Manager
Status: Full-time, Exempt
Reports To: Director of Administration

II. PRIMARY FUNCTION OF THIS POSITION

The Accounting and Payroll Manager oversees the financial operations and payroll of Crescent Parishes, ensuring accurate and timely financial reporting across all parish campuses, managing a team of two accountants, and ensuring all employees are paid promptly and correctly. This role serves as a key financial partner to the Director of Administration and is required to attend quarterly Finance Council meetings to present and report on parish finances.

III. POSITION RESPONSIBILITIES

A. Accounting

- Prepares monthly, quarterly, and fiscal year financial statements and reports for all parishes on a timely basis.
- Manages the Crescent Parishes accounting team, currently comprised of two accountants, providing direction, oversight, and support.
- Attends quarterly Finance Council meetings to present and report on parish finances.
- Updates and maintains the chart of accounts in ParishSoft, as recommended by the Archdiocese of Cincinnati.
- Produces financial analyses as requested by the Director of Administration.
- Assists with and oversees the counting and reconciliation of parish collections, ensuring accuracy and proper handling of funds.

- Assists with the oversight and handling of festival funds on the day of parish festivals, ensuring accurate counting and reconciliation.
- Maintains accurate and organized financial records in accordance with parish and Archdiocesan policies.

B. Payroll

- Processes payroll for all Crescent Parishes employees in a timely and accurate manner.
- Maintains payroll records and ensures compliance with applicable policies and regulations.
- Serves as the primary point of contact for payroll-related questions from staff.

IV. POSITION SPECIFICATIONS AND REQUIREMENTS

A. Skills, Knowledge, and Abilities

- Strong accounting and payroll knowledge and practices.
- Proficiency in accounting and payroll software.
- Excellent organizational skills with strong attention to detail and deadlines.
- Strong written and verbal communication skills.
- Ability to collaborate effectively with staff across parish campuses.
- Ability to maintain strict confidentiality in all financial and personnel matters.
- Strong computer literacy, including proficiency in Microsoft Office and database systems.

B. Education, Training, and/or Experience

- Experience with accounting and payroll software and practices required.
- Experience with ParishSoft and Paylocity is a plus.
- Experience working in a parish ministry or Catholic parish office setting preferred.

V. WORKING ENVIRONMENT

This position may require travel between Crescent Parishes campuses as needs arise.

Employees of Crescent Parishes will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based organization, and adhere to the policies of the Catholic Church and the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings

of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.

VI. ACKNOWLEDGEMENT

I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

Employee Signature

Date

Supervisor Signature

Date