

**St. Maximilian Kolbe Parish  
5720 Hamilton-Mason Road  
Liberty Township OH 45011  
513-777-4322**

Position Title:           **DIRECTOR OF FINANCE AND ADMINISTRATION**  
Status:                    Full-time; Exempt  
Reports to:                Pastor

**JOB SUMMARY:** The Director of Finance & Administration reports to the pastor, serves as a key staff resource, and is a member of the Pastoral Team. The Director manages the parish's financial, administrative, personnel, facilities, and risk-management operations in support of the pastor's governance ministry and within the framework of Catholic values. This role oversees budgeting, accounting, payroll and benefits, vendor and contract management, facilities planning, and supervises the office staff. The Director also serves as liaison to the archdiocese and to the parish and finance councils.

**MAJOR RESPONSIBILITIES & REGULAR ACTIVITIES:**

**1. Financial Responsibilities**

- Monitor and maintain the accuracy of parish financial activities, files, and records, and establish a responsible cash-flow management system while maximizing cash-management resources
- Prepare reports as needed for the parish and the archdiocese, and serve as a resource to parish organizations in financial matters
- Act as liaison between the parish and the archdiocese in financial matters
- Prepare, administer and review the budget process in collaboration with the staff, pastor and Finance Council, which is subject to review by the parish Pastoral Council
- Identify, assess, and mitigate operational and liability risks; maintain insurance coverage, coordinate claims reporting and resolution, and implement loss-control practices
- Collaborate with the pastor and parish staff in the planning, implementation and evaluation of parish fundraising activities
- Maintain a level of knowledge and skills required to serve as a parish business manager by professional reading, attendance at workshops and conventions, and participation in professional organizations
- Participate in planning and tracking all capital campaigns

**2. Personnel Responsibilities**

- Assist pastor in hiring and dismissing staff; makes recommendations regarding staffing needs
- Provide professional and pastoral support to the staff
- Develop and implement parish personnel policies
- As Human Resources Administrator, oversee payroll and benefits programs, promote archdiocesan health initiatives, and ensure compliance with employment laws and parish policies

- Supervise accounting and office support staff
  - Supervise Facilities and Maintenance Manager
  - Maintain current knowledge of personnel laws and employment practices
  - Liaise with the Pastoral Center Human Resources Department
3. **Administrative Responsibilities**
- Direct the management of the parish office personnel and equipment
  - Work with the archdiocese to coordinate insurance programs and to prepare parish response to liability and legal concerns
  - Maintain good working relationships and effective communications between parish community, various groups and outside authorities
  - Attend archdiocesan meetings where appropriate for training and development
  - Attend all pastoral staff meetings, Finance Council, and Pastoral Council meetings as needed
  - Consult with and advise the pastor on business and administrative matters that affect the parish and our consolidated school
4. **Facilities Management Responsibilities**
- Work with the Facilities and Maintenance Manager to oversee and budget for the maintenance and needed improvements to all real property on the parish campus
  - Assure the proper supervision of any major construction, improvement, or repair, in coordination with the Facilities and Maintenance Manager and the Pastoral Center Facilities Management Office
  - Assure the timely solicitation and review of bids and quotes and the negotiation of contracts
5. **Parish Ministry Responsibilities**
- Maintain confidentiality in all areas of responsibility, as required
  - Administer parish business operations according to the parish mission
  - Participate in parish and archdiocesan faith building programs and activities as directed by the pastor
  - Assist pastor in the management of parish programs as needed
  - All other things deemed necessary by the pastor or his designee

**SKILLS, KNOWLEDGE, ABILITIES, EXPECTATIONS:**

- Must have excellent interpersonal skills, the ability to present oneself professionally, and be able to work cooperatively with a variety of people
- Must have supervisory experience
- Must have excellent verbal and written communication skills
- Must have excellent organizational skills, the ability to prioritize and meet deadlines
- Must have experience and knowledge of GAAP
- Must have the ability to prepare and plan a budget
- Must have the ability to maintain confidentiality
- Knowledge of parish and archdiocesan policies relative to position and responsibilities

**EDUCATION, TRAINING AND/OR EXPERIENCE:**

- Active member of a Roman Catholic parish is preferred
- Five to ten (5-10) years' business management experience is preferred
- Bachelor's degree in Business Management, Accounting, Human Resources, or related field required; MBA/MA is preferred
- Knowledge of financial, personnel and physical resources management is preferred
- Working knowledge of HR generalist duties and the ability to execute them
- Advanced computer skills and knowledge of accounting software are required
- Parish / School or non-profit experience is preferred

**ACKNOWLEDGEMENT:**

Employees of St. Maximilian Kolbe Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Maximilian Kolbe Catholic Church. 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 with regard to Catholic teaching. This requirement includes any public speech, demonstration or writing, including the use of social media or other digital technologies.