

St. Mark the Evangelist Catholic Church

	JOB DESCRIPTION
<u>Position/Title:</u> Finance & Accounting Manager	<u>Department:</u> Administration
<u>Reports To:</u> Parish Manager	<u>Date:</u> June 2019
<u>FLSA Status:</u> Exempt	

GENERAL DESCRIPTION:

Responsible for providing financial and accounting services to the parish. Performs routine finance and accounting functions under the direct supervision of the Parish Manager.

JOB RESPONSIBILITIES:

1. Maintains the financial bookkeeping system in QuickBooks for the parish including accounts payable and receivable ledgers and financial statements.
2. Oversees timely processing of all financials including deposits of money received, processing check requests, and assuring proper authorization of expenditures.
3. Reconcile credit card entries to proper bank accounts.
4. Ensures Diocese of Dallas expenses are properly accounted for in Quickbooks and paid in a timely manner.
5. Calculates and prepares quarterly journal entries for postage and copy use.
6. Maintain payroll system and prepare numbers for PayChoice. Complete journal entries for proper accounting of payroll.
7. Reviews invoice and deposit entry in Quickbooks by the Front Office staff.
8. Closes the books, including reconciling the bank accounts, utilizing the monthly close checklist, preparing month-end reports and attend/present to parish finance council.
9. Manages employee 403b accounts through Mutual of America.
10. Prepare the annual budget working with the Parish Manager by providing financial information including current budget allocations and year-to-date balances. Make sure deferred monies are recorded in proper accounts by end of year. Complies the electronic budget forms that will go to all department heads to begin the budget process. Enters budgets into QuickBooks.
11. Maintain accounting skills and expertise by participating in diocesan-sponsored training, attendance at

workshops and classes, and/or membership in local organizations.

12. All other financial requests from Pastor or Parish Manager.

Knowledge, Skills, and Abilities

1. Demonstrate successful work experience establishing and maintaining accounting system consistent with the Diocesan guidelines.
2. Ability to produce accurate and current parish financial data as requested by the pastor or Director of Administration and Finance.
3. Ability to honor and maintain confidentiality.
4. Must have very good verbal and written skills.
5. Ability to set priorities and organize work effectively and efficiently.
6. Must be highly skilled in use of Excel, Quickbooks, and MS office

Education and Experience

- Bachelor's degree in accounting, or a bachelor's degree in business with emphasis in accounting preferred.
- Five (5) years' experience in accounting is preferred.