

Job Title: Director of Finance

Department: Parish

Reports to: Pastor

Hours: Monday through Friday - 8:30 AM to 4:30 PM

**Position Summary:**

Responsible for the financial actions of the Parish and Grade School, including but not limited to: payroll, budgeting, investments, accounts payable and receivable, Insurance, financial reporting, and data entry. Provides information as requested by the accounting staff at the Grade School. Works in an ongoing manner with IC Catholic Prep accountant.

**Duties and Responsibilities:**

1. Preparation and monitoring of Parish, Grade School and Religious Education fiscal budget. Provides support to each department in development and understanding of budgeting process. Notifies departments of schedule for budgeting process and holds individual department meetings to develop annual budget.
2. Preparation of monthly, quarterly, and annual financial reports of the parish and schools for the Pastor, principals, finance committee and Diocese. Attend meetings as requested.
3. Preparation of annual Diocesan financial reports.
4. Manages all bookkeeping, accounting, and banking procedures for the parish. Ensure timely payment of all bills and files required parish and governmental reports.
5. Preparation of checks for the Pastor's and/or Parochial Vicar's signature.
6. Provides management of parish investments. Provides advice to finance committee regarding parish investment strategy.
7. Provides management of bank accounts of various organizations within the parish. Develops financial reports for each account monthly.
8. Monitors and prepares payroll preparation for all parish employees. Prepares and file quarterly and annual payroll tax reports. Prepares and delivers in a timely manner all W-2 and Form 1099 documents.
9. Prepares documentation and reports necessary for Parish Finance Committee. Attends meetings, provides written response to questions from the meeting. Maintains meeting minutes.
10. Attends all Diocesan Business Managers meetings. Reports on Diocesan information disseminated at each meeting to all affected parties. As delegated by the Pastor, acts as a liaison between the Parish and the Diocese of Joliet.
11. Ensure all internal processes, such as parish calendar, financial reports and receipts, distribution, deposits, and withdrawals are properly managed.

12. Prepare and administer the parish budget, ensures expenditures comply with approved budget and monitor cash flow and parish investments in collaboration with the Pastor and finance committee.
13. Oversee the bookkeeping, accounting, and banking procedures for the parish and schools. Ensure timely payment of all bills, including preparation of checks for the Pastor's signature and ensures required parish and governmental reports are filed as necessary.
14. Serves as a resource person to the parish finance committee, school principals, and other groups as needed.
15. Must support the mission, philosophy, objectives and policies of the Catholic Church, Immaculate Conception Church, and the Diocese of Joliet.

**Other Responsibilities:**

1. Assists with Diocesan Audit and develops responses to any, and all, findings. Provides report to Pastor and Finance Committee.
2. Provides information as requested by high school and grade school in financial matters.
3. Assists with a Fixed Asset inventory for all property including, but not limited to; furniture, tools, computer equipment, kitchen supplies, office equipment, athletic supplies, vehicles, lawn care equipment, and all other property owned by the parish.
4. Creates and maintains a filing system to record all necessary documentation.
5. Creates variance report system for each department. Consolidates information and delivers report to Pastor.
6. Oversees Purchase Order system and tracks all expenditures made by lay members of the parish.
7. Review and assist with Parish communications relative to financial information, contributions and giving options.
8. Other duties as requested by the Pastor and Finance Committee.

**Equipment Used:**

1. Computer, software - Access, Excel, Word, Project, Diocesan Accounting software
2. Calculator

**Education:**

Possesses a BA in Accounting or has a minimum of 5 years' experience in a related position. CPA preferred.

**Prior Related Experience:**

Experience in operation of a church related business office, or non-profit corporation is preferred, but not required.

Interested Candidates should send resume and cover letter to Jeff Williams at [jwilliams@icelmhurst.org](mailto:jwilliams@icelmhurst.org).