

<u>TITLE</u>	Finance Manager
<u>AGENCY</u>	Saints Peter and Paul Catholic Church, Naperville, IL Parish Finance Office
<u>REPORTS TO</u>	Pastor
<u>POSITION</u>	Full-time, Exempt

JOB SUMMARY

The parish finance manager is responsible for managing and directing all financial aspects of the parish and school including but not limited to financial reporting and analysis, accounting, payroll, accounts payable, budgeting, internal controls, insurance (working with Catholic Mutual), human resources, and legal matters (working with either the Diocesan in House Attorney or external attorney when assigned). The finance manager is responsible for managing the finances of the parish and school in accordance with the accounting and reporting policies of the Diocese of Joliet, and when applicable, state, and federal laws and related reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Administrative

1. Ability to motivate, manage, and mentor finance staff in a participatory manner.
2. Ability to communicate effectively financial matters to all levels within the parish and school.
3. Ability to build effective, collaborative working relationships with the pastor, ministry directors, and all parish and school staff and organization members.

Financial

1. Knowledge of best practices for accounting and financial reporting, record keeping, and internal controls.
2. Knowledge of budgeting and forecasting processes.
3. Ability to represent the parish to outside businesses and organizations.
4. Knowledge of fundraising, stewardship of resources, and long-range planning techniques.

Professional and Personal Representation

1. Practicing Catholic who understands and supports the teachings and dogma of the Roman Catholic Church and who acts as an example and serves as role model in their personal life.
 - a. Must support the mission, philosophy, objectives and policies of the Catholic Church and the Diocese of Joliet.
2. Has a sense of God's call to this ministry and carries out the ministry in humble service to the parish at the direction of the Pastor.
3. Ability to project a faith filled presence and display a true Christian example of patience, compassion, and understanding.
4. Represents the Pastor at meetings when required, such as attending all Advancement Board meetings.

5. Communicates in a professional, positive, and supportive manner at all levels.
6. Proficiency in relating to and working cooperatively with others.
7. Strong administrative and organizational skills.
8. Expertise in recruiting and managing employees and volunteers.
9. Commitment to continuous personal growth.
10. Proven ability to honor and maintain confidentiality especially in all conversations with the Pastor. The Finance Manager will keep the Pastor apprised of any matters of concern in this regard.

EDUCATION AND EXPERIENCE

1. Bachelor's degree in accounting, with a CPA strongly recommended.
2. Minimum of ten (10) years of progressive experience in accounting with a minimum of five (5) years effective supervisory responsibility.
3. Strong analytical and financial reporting skills.
4. Experience working for a Catholic Church or in a not-for-profit organization is a plus.
5. Microsoft Office expertise in Excel spreadsheets and Word required.
6. Experience with financial accounting and payroll software applications required.
7. Experience with human resources and employee benefit practices, policies, and procedures.
8. Experience with budgets and financial forecasting.

General Requirements

This is an exempt position and requires a working presence in the office of 40 hours a week Monday through Friday. An investment of additional time may be required after office hours for meetings and special events as an integral component of the position. As an exempt employee, overtime, compensation time, or other non-exempt components are not included as part of this position.

To apply for this wonderful opportunity, interested candidates should send cover letter and resume to Thomas Boler, Interim Finance Manager, at financemanager@sspeterandpaul.net