

Job Title: Parish Finance Director – Visitation Parish, Elmhurst, IL

Reports to: Pastor

Position Summary Description: The Finance Director is responsible for all financial matters of the parish including maintenance of all accounting records (general ledger, subledgers, payroll, accounts receivable and payable), deployment of an adequate system of internal control, current financial information on all investment funds, preparation of financial reports and presentation materials for parish Finance Council and School Council meetings, development and tracking of the parish budget; annual reporting to parishioners, and compliance with all government and Diocese of Joliet reporting requirements.

Primary Duties & Responsibilities:

Policy, Procedures, & Internal Control

- Develops and deploys financial policies and procedures, including those promulgated by the Diocese of Joliet
- Maintains an adequate system of internal control
- Responds to internal audit requests and ensures timely remediation of audit findings

Financial Processes

- Efficient and effective transactional accounting processes, primary and ancillary sources of cash receipts, payment of invoices, payroll, receivables, investments, fixed assets, payables, as well as contract management
- Actively maintains relationships with vendors, communicates policies & procedures, and ensures objectivity in vendor selection and sufficiency of goods/services rendered
- Maintains personnel records and serves as a liaison between parish employees and the Diocesan HR function
- Prepares and delivers in a timely manner all W-2 and Form 1099 documents
- Provides management of parish investments. Provides advice to finance committee regarding parish investment strategy
- Understands insurance liability exposure and proactively solicits a review at least annually
- Provides management of bank accounts of various organizations within the parish. Ensures timely reporting of activities by parish organizations
- Deploys a continuous improvement mindset seeking to simplify and improve parish administrative procedures. Develops relationships with other parishes to understand best practices and recommends potential improvements in work-flow processes and tools

Accounting & Reporting

- Maintenance of appropriate accounting policies, as promulgated by the Diocese of Joliet
- Maintenance of the general ledger, monthly close, journal entries with adequate support, reconciliations of bank and investment accounts as well as any subledgers
- Preparation of monthly, quarterly, and annual financial reports of the parish and schools for the Pastor, grade school principal, finance council, and Diocese

- Attends / presents at parish council and diocesan meetings as requested

Budgeting, Forecasting, Analysis

- Leads the parish budget and management process that results in an actionable financial plan to drive accountability for the parish's departments
- Provides forecasts (budget updates) of results of activities as requested
- Analyzes monthly financial results and identifies variances to budget with suggestions for corrective action, as necessary. Meets with various department heads to review periodic results

Other Duties

- 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
- Serves as a resource person to the parish finance committee, school principal, and other groups as needed
- Other duties as requested by the Pastor

Relevant Experience, Skills, and Competencies

- Must support the mission, philosophy, objectives and policies of the Catholic Church, the Diocese of Joliet, and Visitation Catholic Church
- Bachelor's degree or equivalent experience (Business/Accounting Concentration Preferred)
- Sufficient understanding of accounting principles and adequate systems of internal control (CPA licensed/registered preferred)
- Demonstrated experience with accounting systems, general ledger maintenance, journal entries, monthly close. (Experience using ParishSOFT preferred)
- Prior experience in operation of a church-related business office, or non-profit entity is preferred
- Working knowledge of Microsoft Office Suite of Applications
- Demonstrated experience supporting a budget planning and execution cycle
- Demonstrated examples of strong team collaboration behavior
- Strong presentation skills. Effective communicator and influencer
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Interested candidates should send resume and cover letter to Frgreg@visitationcc.org.

Position Information

Job Type: Exempt Full Time

Benefits:

- **Dental insurance**
- **Health insurance**
- **Retirement benefits**