

# PARISH FINANCE DIRECTOR



## ESSENTIAL FUNCTIONS AND RESPONSIBILITIES INCLUDE:

- Direct, plan, and coordinate the financial operations of the parish in alignment with the Pastor and the Head Principal's strategic plan.
- Direct and coordinate financial and budget activities to fund operations and increase efficiency.
- Assist the Administrator in fostering a culture of stewardship and transparency.
- Maintain internal controls, policies, and procedures to ensure integrity and transparency in all financial transactions, form and train staff and others on the policies, procedures, and the proper completion of the forms.
- Direct and assist in the timely preparation of budgets, annual reports, interim reports, general ledgers and monthly reports and provide reports to the Pastor, Head Principal and the Finance Councils of both church and school.
- Maintain a good relationship with the bank to facilitate management of accounts and problem solving.
- Resolve accounting issues related to Journal Entries, Bank Reconciliations, Income Statements, Balance Sheets, and cash reconciliations.
- Manage the processing of Journal Entries in QuickBooks and FinancialEdge.
- Oversee Accounts Payable functions, including but not limited to correspond with vendors regarding invoices, charges, disputes, and provide information required by vendors.
- Oversee collection and giving functions including internal controls, management of online giving, donor database management and donor acknowledgement.
- Oversee payroll vendor's issuing and filing of payroll tax forms, W-2, 1099s, and quarterly filings.
- Oversee the management of parish financial records, ensuring that federal, state, and local taxes are paid in accordance with federal, state, and local regulations.
- Work with Diocesan Office of Finance to ensure that appropriate documentation is maintained in payroll and accounting files.
- Facilitate Diocese of Baton Rouge auditing process, including preparation of necessary records and reports.
- Coordinate with the Parish Advancement Director and Stewardship Director in the implementation of the annual Bishop's Annual Appeal campaign at the parish and liaise with the Diocesan Advancement Office.
- Maintain a high level of accuracy in preparing and entering financial information.
- Practice confidentiality concerning financial and contributors' files.