

St. Patrick-St. Anthony Parish
Position Description
Director of Finance and Operations

Reports To: Pastor

Full Time - Exempt Classification M 5

General Description:

Responsible for the efficient and effective management of finance, operations, and human resources of the parish. Under the general supervision of the Pastor, the Director of Finance and Operations provides leadership to the Parish Office staff. Responsibilities will also cover departmental budget development and oversight, planning, staff supervision, facility management, technology, communications, purchasing, and volunteer coordination. Serves as a resource for consultative groups including Pastoral and Finance Council. The Director of Finance and Operations will set goals and provide oversight for maintenance staff. Works collaboratively with the Director of Liturgy and Music, as well as the Director of Faith Formation/Evangelization

Major Responsibilities:

1. Accountable for all financial matters of the parish.
2. Assures that financial “best practices” are maintained.
3. Serves as the chief Human Resources administrator.
4. Provides oversight for all major events planning.
5. Establishes standards for the maintenance of all parish facilities and grounds in conjunction with the facilities manager.
6. Assures the Parish is following diocesan and governmental regulations.
7. Supervises and delegates responsibility for the communication and information systems of the parish.
8. Provides oversight for technological support.
9. Maintain a development plan for career, personal, and spiritual growth.

Qualifications:

1. A bachelor’s degree, preferably in Business Administration.
2. Minimum of three years’ experience in the fields of Accounting, Public Relations and/or Human Resources.
3. Organizational and communication skills.
4. Experienced in managing in an office environment.
5. Possesses leadership characteristics and previous experience in staff supervision.
6. Able to maintain confidentiality.
7. Exhibits proficiency in the use of office equipment.
8. Is an active member of the Roman Catholic Church, living in accordance with Catholic moral teaching.
9. Qualified, or able to become qualified, with all Diocesan personnel requirements.

Approved _____ Date _____

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Major Responsibilities:

1. Accountable for all financial matters of the parish
 - a. Administers an accurate record keeping and reporting system of all parish financial operations.
 - b. Provides oversight of contracted accounting services.
 - c. Provide for monthly and annual reports as required to the Finance Council and the Diocese.
 - d. Develops appropriate financial policies in consultation with the pastor and Finance Council to support and maintain the activities listed above.
 - e. Accountable for the collection, recording and depositing of parish revenue from all sources. Including parish and diocesan fund drives.
 - f. Manages and supports the purchasing operations of the parish in all departments.
 1. Develops and maintains forms that facilitate an approval process.
 2. Maintain best practices regarding purchase order, requisition, and authorization.
 - g. Oversees the budget process in collaboration with the pastor, leadership, and Finance Council.
 - h. Administers parish salary and benefits policies in collaboration with the pastor and Finance Council.
 - i. Administers the parish payroll system.
 - j. Report on growth patterns and financial trends.
 1. Organizational level.
 2. Parishioner level.
 - k. Serves as the parish contact in most financial matters.
 1. Communicates policy and procedural change.
 2. Resource to parish ministries in all financial matters.
 3. Prepares quarterly financial reports to the entire parish from a true stewardship perspective.
2. Assures that financial “best practices” are maintained.
 - a. Administers an ongoing auditing process of the financial operations of parish ministries especially in the areas of budgetary compliance and operational integrity.
 - b. Administer a cash flow system with appropriate audit trails and controls to ensure protection of parish financial assets.
 - c. Provides for occasional audits or financial reviews.
 - d. Provides for the training of staff in the use of financial systems relative to their responsibilities.
 - e. Provides for risk management coverage. (MCC)
 1. Organizational insurance communication.
 2. Personnel policy coverage.
 - f. Maintains a working relationship with the finance department at the Diocese of Grand Rapids.

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3. Serves as the Chief Human Resource administrator.
 - a. Assures compliance toward proper hiring and termination practices.
 - b. Administers an annual performance appraisal program.
 - c. Recommends fair pay practices
 - d. Maintains confidential and complete personnel records
 - e. Collaborates with the pastor and appropriate Diocesan offices to assure personnel policies and guidelines are just, legal, canonically appropriate and consistent with diocesan personnel guidelines.
 - f. Assures that staff has opportunities for input into decisions being made regarding personnel policies
 - g. Oversees the development and implementation of personnel policies
4. Provides oversight for all major event planning.
 - a. Annual Festival
 - b. Fundraising efforts
 - c. Foundations
 - d. Endowment Funds; Legacy, Religious Education
 - e. Capital projects
5. Establishes standards for the maintenance of all parish facilities and grounds in conjunction with the Head of Facilities.
 - a. Assures that an annual work plan for improving and maintaining the facilities and grounds is prepared
 - b. Presents annual work plan to the Finance Council and the Building and Grounds Committee
6. Assures the parish is following diocesan and governmental guidelines
 - a. Provide oversight that Virtus Compliance – Protecting God’s Children, is maintained.
 - b. Wage and hour
 - c. Safety/Loss Prevention
7. Supervises and delegates responsibility for the communication and information systems of the parish
 - a. Works with Diocesan Publications, staff, and commission leadership to maintain a dynamic parish website with daily changes.
 - b. Manages a website payment program which allows for Debit, Credit and online check payments for activities, tuition and parish tithing.
 - c. Coordinates information so it is made available to the Parish in a way that is responsible, timely, and uniform under the direction of parish leadership.

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8. Provides oversight for technological support
 - a. Assists with computer information management in regards to the ParishSoft system.
 1. Attends training offered on the system
 2. Keeps current on upgrades to the systems, including the scheduler program.
 3. Helps diagnose computer problems and assists with computer software updates as needed.
 4. Implement “best practices” for parish database usage.
 - b. Act as a facilitator for support staff training in areas such as;
 1. Bulk mailing
 2. Microsoft Office programs
 3. Mail merge
 - c. Maintain user information.
 - d. Insures that systems are replaced and upgraded as required.
9. Maintain a development plan for career, personal, and spiritual growth
 - a. Hold membership in important organizational structures; International Catholic Stewardship Conference (ICSC), National Association of Church Personnel Administrators (NACPA) and National Leadership Roundtable (NLR)
 - b. Engage in at least one retreat experience annually
 - c. Attend conferences and workshops that are timely and effective
 - d. Be aware of the policy manual provisions on “continuing education”