

St. Mark's Catholic Community

POSITION: Director of Financial Affairs

APPOINTED BY: Pastor

RESPONSIBLE TO: Pastor

COLLABORATES WITH: Pastor and Parish Staff; School Principal; Finance Council

STATUS: Full time. Exempt

VISION: Rooted in the life of Jesus Christ and His call to discipleship, this minister is called to serve and be faithful to the local and universal Church in support of the Pastor's responsibilities to the parish. The DOF is a steward of the physical, financial, and personnel resources of the parish.

PRIMARY FUNCTION: The Director of Finance, in collaboration with the pastor, parish staff, school principal and Finance Council, oversees the planning, implementation, and evaluation of the finances of the parish in all its aspects, in accordance with sound financial practices. Further, the Director forecasts the parish's financial needs, opportunities and threats, and responds appropriately efficiently, and expeditiously.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *Other duties as assigned at pastor's discretion.*

Facilities Management Responsibilities

- Oversees maintenance and facilities staff;
- Oversees Facilities/Building Committee;
- Supervises any major construction, improvement or repair;
- Solicits and reviews bids and quotes and negotiates contracts;
- Coordinates security measures to protect property and personnel.

Administrative Responsibilities

- Coordinates parish liability and property insurance, and workers compensation with diocesan general insurance program;
- Attends all Finance Council, Parish Council, School Foundation, and School Board meetings as necessary;
- Consults with and advises Pastor and Principal on business and administrative matters that affect the parish and school;
- Supervises and assists committees planning parish events and fundraisers.

Personnel Responsibilities

- Oversees the administration of salaries and diocesan benefit programs;
- Maintain personnel, Human Resources, and other records for the parish;
- Directly supervises parish bookkeeper and maintenance staff.

Financial Responsibilities

- Assesses the financial needs of the parish including forecasting of risks, opportunities and needs;
- Create accurate monthly, quarterly, and annual financial reports for the parish;
- Coordinate and conduct the financial affairs of the parish in an organized and efficient manner;
- Oversee the material assets of the parish including finances, buildings, and budgets;
- Reviews and approves regular payroll for Parish;
- Acts as liaison between the parish and the diocese in financial matters;

- Develops and maintains budgets, prepares payroll, associated taxes and reports; coordinates parish liability and property insurance, workers compensation; and ensures parish compliance with Diocese of Boise standards;
- Assists in notifying payroll service of changes in employee salaries;
- Review monthly and periodic financial reporting with staff;
- Coordinates and review parish organizations' funds and approves purchase orders.

Additional Responsibilities

- Performs additional projects as required by the Pastor;
- Protects operations by keeping information confidential.

Education and Experience

- Demonstrable faith as practicing Catholic in good standing;
- Bachelor's Degree required in Accounting, Finance, Business Administration, or related field from an accredited university;
- Working knowledge of accounting principles and practices;
- Preferred: 5 years' experience in finance or equivalent field.

Required Knowledge, Skills, and Abilities:

- Understanding of organization's budgets and financial reports; able to produce accurate reports upon request in a timely manner;
- Ability to plan for parish development campaigns, implement fundraising projects, evaluate outcomes and work with campaign consultants;
- Professional communication skills;
- Ability to work in a collaborative team of professionals;
- Ability to work independently and manage time/resources effectively;
- Knowledge of common computer programs, website, and email systems used by the parish.

Personal Characteristics:

- Must be an active participant in the ministry of the Catholic Church, a baptized and confirmed Catholic, able to partake in the full sacramental life of the Church;
- Demonstrated ease in serving people, resolving crises and problems; excellent interpersonal communication skills;