

Diocese of Nashville

<https://dioceseofnashville.com/job/finance-manager/>

Finance Manager

Description

The finance manager in a Catholic church is a professional and financial administrator in support of the pastor, administrative assistant, and the pastoral team of ministry heads and volunteers. The business manager has a fiduciary responsibility over the physical, financial, and personnel resources of the parish. As a person committed to gospel values, this individual is responsible for the management of these resources in order to help the parish fulfill its mission and purpose.

QUALIFICATIONS/RESPONSIBILITIES

FINANCIAL MANAGEMENT

- Is responsible for proper internal financial controls, supporting documentation/records retention, accuracy of data, and the integrity of the church's financial statements.
- Manages bookkeeping functions including, but not limited to: payables and receivables, operations of the PDS general ledger, including but not limited to the accounting of restricted income sources, recording of interest income, and depreciation.
- Ensures that the parish's obligations are always paid on time and purchases are free of sales tax.
- Maintains an accurate schedule of fixed and moveable assets and facilitates an annual taking of "inventory".
- Oversees the timely count, deposit, and recording of the Sunday collection and office deposits.
- Records and reconciles all receipts to the GL and helps maintain the donor database in PushPay/CCB.
- Prepares a monthly bank reconciliation of the First Horizon business checking account on a timely basis for approval by the finance council and pastor.
- Reconciles all CCIL deposits to their general ledger balances each month after the posting of interest income and other income.
- Prepares an annual budget of income and expenses for the parish, which is compared to actuals each quarter and presented to the finance council.
- Prepares and presents monthly financial statements as required for review by the finance council.
- Oversees the security of parish operational and financial records, documents, and check stock.
- Ensures that all federal, state, and local tax laws are followed, including but not limited to security over the parish's tax exemption forms, securing of W-9s, W-4s, vendor certificates of insurance as well as year-end filings of W-2s, 1099s, and ACA compliance forms.
- Manages semi-monthly payment of salaries/wages and benefits and changes to employee files in Paylocity.
- Ensures compliance with all diocesan financial directives and recommendations and supports periodic internal audits/reviews.
- Reviews and processes parishioner requests for Catholic school subsidies.
- Prepares annual diocesan assessments calculation form for finance council approval and submission to the diocese.
- Prepares and distributes annual giving statements to donors.

Hiring organization

Mother Teresa Catholic Church

Job Location

Nolensville, TN

Date posted

May 16, 2024

Valid through

29.06.2024

To apply, visit:

<https://recruiting.paylocity.com/recruiting/jobs/Apply/2453395/MOTHER-TERESA-CATHOLIC-CHURCH/Finance-Manager>

- Advises the pastor on cash flow matters and investment in CCIL deposits.

FACILITIES MANAGEMENT

- Supports church/rectory repairs, renovations, and projects by managing contracts in accordance with policies of the Diocese and the Catholic Mutual Insurance Co, if applicable.
- Acts as risk manager and point of contact with the Catholic Mutual Ins. Co.
- Handles lease agreements/rental contracts.
- Supports contracting and payment of outside security as needed.

PERSONNEL MANAGEMENT

- Supports Diocesan HR staff on various items, including adding/removing employees from payroll, benefits, annual open enrollment, and other miscellaneous items.
- Safeguards confidential permanent files for all employees in Paylocity and in hard copy.
- Oversees implementation of the guidelines and policies for money counters, collection money bag handlers, and other volunteers in the business office.
- Processes and pays pastor stipends through Paylocity in a timely manner.
- Manages data for pass-through collections and payments to third parties (usually the Diocese).

COMMUNICATION/GENERAL

- Reports the weekly and year-to-date offertory collection, Mother Teresa Church Building Fund, and any other special pass-through collections to the communications director.
- Will act as a resource and advisor to the development director (when that person is hired) and the capital campaign steering committee for the church building project when it is formed.
- Assists parishioners with online giving questions and changes.
- Serves on the committee for the annual report and prepares necessary financial data for publishing.
- Provides supporting documentation and any other information to the pastor and administrative assistant to substantiate parish expenditures.
- Communicates to the pastor (and Finance Council, as appropriate) any financial concerns as soon as they become apparent.
- Attends and participates in all staff meetings, finance council meetings, and diocesan meetings and training as needed, representing the parish and pastor.
- Monitors short-term financial trends. Creates and communicates data analysis on income and expenses to the pastor and the finance council.
- Is responsible for securing confidential church documents and parishioner data within and outside the church office. Adheres to proper internet and cyber security practices; shreds discarded reports and documents in a cross-cut shredder.

COMPETENCIES AND EDUCATION

- Understands and supports the mission and purpose of the Catholic church and parish.
- Is knowledgeable of the principles of accounting and finance.
- Is knowledgeable of safety and security issues and matters of loss prevention.
- Is knowledgeable of personnel issues, including policies, procedures,

selection, benefits, federal, state, and local laws, employee motivation, team building, etc.

- Is knowledgeable of parish policy and guidelines in relationship to diocesan policy and procedure.
- Is competent in written and oral communications, Microsoft Suite, Google Suite, PushPay/CCB, PDS ledger, and Paylocity.
- Displays a positive attitude toward other co-workers, volunteers, and parishioners, at all times.