



Position Description

TITLE: Full-Time Finance & Operations Manager- Holy Family Duxbury

REPORTS TO: Pastor

JOB PURPOSE: The Holy Family Parish Finance and Operations Manager is a professionally qualified full-time team member who reports directly to the Pastor and serves in a key management position. This person assists the Pastor in fulfilling his responsibility for the administration of Holy Family Parish and implementing the Pastoral Plan. This position is responsible for ensuring proper stewardship of the parish's financial, facility, human, and information resources. This is a fulltime onsite position working from the parish center in Duxbury, MA.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Financial Management

- In consultation with the Pastor, Finance Council, and Pastoral Planning, develop, implement, and administer Archdiocesan policies, procedures and guidelines.
- Consistent with parish financial reporting requirements, prepare budgets, annual reports, financial statements, general ledgers, allocation summaries and other management reports offering financial strategies and recommendations to the Pastor and Finance Council.
- Reconcile all parish bank and on-line giving accounts.
- Manage cash including bank deposits, credit card donations, and RCAB investment accounts.
- Oversee the management of parish financial records and prepare for audits.
- Develop the parish operating budget. Monitor the parish finances and report any issues regularly to the Pastor and the Vice Chair of the Finance Council.
- Assist the Pastor in the administration of offertory enhancement programs, fundraising for special parish projects, Planned Giving, Stewardship and the Annual Catholic Appeal.
- Assist and collaborate with the Pastor, Finance Council, and Custodian for future fixed assets planning, including capital repairs, improvements, replacements, and the related funding.
- Oversee all purchasing for the parish.
- Ensure that all federal, state, and local taxes are paid in accordance with federal, state, and local regulations.
- Manage the following responsibilities both directly and through support staff:
 - Prepare checks for Pastor's signature, attaching appropriate documentation.
 - Administer payroll and benefits.
 - Bookkeeping functions including but not limited to payables and receivables and all other revenues and expenses related to the parish.

Property Management

- Manage the use of the parish buildings and property.
- Manage the various contractors that service our building or are hired for projects with the assistance of the custodian.
- Work to ensure the buildings and grounds are being appropriately cared for and able to be used for parish needs.

- Oversee all financial aspects of facility projects with maintenance staff to ensure projects remain in scope and on budget.

Human Resources:

- Manage parish office staff of two and multiple volunteers.
- Manage the parish custodian who is responsible for maintenance of the property.
- Implement Archdiocesan human resource policies including benefit policies for staff and volunteers.
- Serve as parish's local point of contact for questions in areas such as compliance, disciplinary actions, staff performance. When appropriate consult with Archdiocesan Human Resources Office.
- Coordinate implementation of required training programs.

General

- Manage the parishes computers/technology and the tech company that provides IT support.
- Attend meetings and events related to the role, as necessary.
- Oversee the parish census.
- Participate in ongoing professional development.
- Other duties as assigned.

QUALIFICATIONS

- BA/BS in business, accounting, or related field, with 7+ years related accounting experience or equivalent preferred.
- 3-5 yrs. supervisory/management experience preferred.
- Understand and support the mission of the Catholic Church.
- Ability to handle confidential, sensitive matters with tact, respect, and discretion required.
- Demonstrated experience in finance and accounting as well as knowledge of general accepted accounting principles required.
- Knowledgeable about safety and security and human resource issues preferred
- Demonstrated experience in appropriate computer technology skills; must be proficient with Microsoft Office Suite software and have knowledge of or ability to learn accounting, budget and payroll software.
- Strong oral and written communication skills.
- A strong service orientation is critical.

PHYSICAL PERFORMANCE ELEMENTS:

- Ability to use a computer keyboard for up to 8 hours/day.
- Ability to sit for up to 8 hours/day.
- Ability to lift up to 20 pounds.

The duties and requirements described above are representative of those encountered during performance of the essential functions of this job. Reasonable accommodation may be made to enable qualified individuals with disabilities to perform the essential functions.

Salary Range: \$75k-\$85k

To apply for this position please submit cover letter and resume to employment@holyfamilyduxbury.org