

Position Opening:

Senior Accountant & HR Coordinator

30-40 Hours Per Week

About the Role

St. Francis by the Sea Catholic Church is seeking a sharp, highly organized, and trustworthy professional to fill the dual role of **Senior Accountant & HR Coordinator**

In our parish, a 30-hour work week is considered full-time, making this position **fully eligible for benefits** while offering an excellent work-life balance.

Reporting directly to the Business Manager, you will manage vital personnel functions—including bi-weekly payroll, FMLA, and workers' comp—while handling essential financial compliance, bank reconciliations, and quarterly diocesan reporting for the parish. Experience in **SAGE Intacct**, Dynamics 365/Navision, and the payroll software **ADP** is a plus.

Key Responsibilities

Financial Reporting & Compliance

- **Diocesan Reporting:** Prepare and submit required quarterly financial reports to the Diocese of Charleston.
- **Reconciliations & Taxes:** Perform monthly bank reconciliations and handle the preparation and filing of sales and use tax.
- **Parishioner Contributions:** Oversee the tracking, recording, and reporting of weekly collections, tithing, and special donations.
- **Financial Communications:** Prepare clear, accurate financial updates for the weekly parish bulletin and assist the Business Manager in compiling the comprehensive Annual Financial Report.

Human Resources & Payroll

- **Payroll Processing:** Accurately manage and process bi-weekly payroll for parish and school using the software ADP.
- **Employee Lifecycle:** Facilitate onboarding for new hires and manage the separation/termination process. Maintain secure, up-to-date personnel files and handle benefits enrollment.
- **HR Compliance:** Oversee FMLA tracking and compliance, manage workers' compensation claims, and answer day-to-day employee inquiries regarding parish and diocesan HR policies.

Qualifications & Skills

- **Bachelor's Degree in Accounting**
- **Proven Experience:** Prior experience handling payroll, HR administration (specifically FMLA and workers' comp compliance), and financial reporting or bank reconciliations is required.
- **Discretion & Trust:** Absolute confidentiality is non-negotiable, as you will be managing sensitive employee payroll, personnel files, and parish financial data.
- **Technical Proficiency:** Strong skills in Microsoft Excel and experience with payroll/accounting software systems.
- **Deadlines & Details:** Exceptional attention to detail with the ability to seamlessly manage strict bi-weekly, monthly, and quarterly deadlines.
- **Mission Alignment:** A respectful understanding of Catholic Church structures and a desire to support the St. Francis by the Sea community. Living a life in accord with the teachings of our Faith.

Benefits

- Comprehensive healthcare, dental, and vision insurance
- Retirement plan options
- Paid time off (PTO) and paid holidays
- A stable, supportive, and faith-filled work environment

How to Apply

If you have experience in payroll, a strong eye for financial compliance, and want to support the operational health of our parish, please submit your resume and a cover letter to:

c-rzec@stfrancishhi.org