

Job Title: Finance Assistant
Reports To: Mission Support Leader
Hours: Part-Time, 20 hours/week (up to 25 hours/week), during current office hours
Salary Range: \$23-\$25/hour pay range is commensurate with experience

Vision:

His Life. His Mission. Our Focus. Mary, Mother of the Church is a loving family with Jesus Christ at the center of our lives. In the Father's love, we discover our unique gifts and purpose. In the Holy Spirit, we are Christ to others through our life-giving relationships, gospel outreach, and vibrant worship.

We desire to raise up leaders who will live as missionary disciples in the world. The Finance Assistant supports the Pastor and Mission Support Leader to ensure the financial and administrative health of the parish by maintaining accurate records of contributions, processing accounts payable and payroll. In addition, the Finance Assistant will prepare financial reports to aid budgeting and forecasting. These duties help ensure the parish structure serves its overarching purpose of focusing on who we are called to be in Christ and to fulfill the Great Commission: "Go make disciples" (Matthew 28:19).

Position Overview:

- **Accounts Payable and Receivable:** Maintains proper and complete financial and accounting records.
- **Payroll:** Processes and maintains payroll records.
- **Compliance:** Maintain accurate records and strict confidentiality in compliance with federal, state, local, and diocesan policies.

Areas of Responsibility:

- **Stewardship & Contributions:**
 - Prepare deposits.
 - Records all financial transactions including contributions, weekly collections, ACH, and other giving/payments.
 - Manage and reconcile the work of volunteer money counters to ensure deposits are accurately prepared and secured.
 - Manage and reconcile SCRIP program to ensure deposits and purchases are accurately prepared and secured.
 - Maintain parishioner contribution records, manage online giving platforms, and generate annual tax statements for parish households.
 - Assures accountability is maintained for the Scrip Program, including reporting and organizing pick-up of local vendor cards.
- **Accounts Payable & Receivable:**
 - Obtain authorization, review, code, and process vendor invoices, expenditures, and check requests in a timely manner.
 - Prepare and submit bi-weekly payroll for parish staff to a third party vendor, complete reporting, and enter payroll journal entries.
 - Prepare invoices to other parishes for shared services.

○ Maintain W-9 records for vendors, process annual 1099 forms, and ensure compliance with diocesan purchasing policies.

● **Financial Reporting & Administration:**

○ Maintain accurate, up-to-date physical and digital financial files, ensuring all documents adhere to diocesan retention policies.

○ Work with a third party vendor to reconcile bank accounts on a monthly basis.

○ Prepare financial reports and work with the Mission Support Leader to generate budgets and forecasts, the annual Report to the Bishop, the annual Report to the Parish, and financial statements to parish households.

○ Prepare reports and function as recorder at quarterly Finance Council meetings.

● **Compliance & Parish Support:**

○ Maintain strict confidentiality regarding parishioner financial data and personnel information.

○ Ensure compliance with federal, state, and diocesan policies, procedures, and regulations.

○ Support the broader parish vision by collaborating with ministry leaders on event budgets and facility needs.

○ Coordinate volunteers for office projects along with the Office Assistant, especially volunteer money counters and Scrip inventory volunteers.

● **Other Duties:** May provide assistance through other duties assigned to meet the ongoing needs of the parish.

Ideal Qualifications and Experience:

● A minimum of an Associate Degree in Accounting or Finance from a Technical School or equivalent demonstrated experience in bookkeeping.

● Proficiency with Microsoft 365 (especially Excel), Google Workspace, QuickBooks, and the ability to learn in-house, web-based applications such as ParishSoft, WeShare, and RaiseRight.

● Exhibits good communication, clerical, and customer relations skills as well as the ability to analyze data well.

● Able to set priorities and organize work effectively and efficiently.

● Proficient in composing correspondence, taking meeting notes, and creating reports.

● Collaborates effectively with others while maintaining strict confidentiality and excellent attendance.