

ST. FRANCIS OF ASSISI CATHOLIC CHURCH

ST. FRANCIS OF ASSISI	JOB DESCRIPTION
<u>Position/Title:</u> Finance and Business Director	<u>Department:</u> Finance Department
<u>Reports To:</u> Senior Director of Operations	<u>Date:</u> January 16, 2024
<u>FLSA Status:</u> Exempt	

General Summary of the Position

The Finance and Business Director at St. Francis of Assisi Catholic Church in Frisco, Texas is primarily responsible for overseeing the fiscal health and helping to drive the short-and long-term financial strategy of the parish. The Finance and Business Director must be able to thrive in a fast-paced, Catholic environment, be the primary staff overseeing the accounting and budgeting functions of the parish while also playing a lead role in several Business Manager duties, as well as supporting the donor relations and fundraising initiatives.

The Finance and Business Director is a self-starter that enjoys working in a collaborative team environment, possesses a servant's heart, loves to problem solve, is passionate about their Catholic Faith and is excited to be part of a growing Catholic community with a vibrant culture amidst an innovative parish. The Finance and Business Director is very organized, detail orientated, is fast on their feet, and loves to "geek out" on spreadsheets and calculations and has an even deeper love for finding simple ways of explaining complex financial matters to others. This role requires a firm understanding of our Parish's vision and value.

Essential Duties and Responsibilities of the Position

Accounting

- Responsible for managing and overseeing the financial stability, accuracy and accountability of the parish's finances.
- Responsible for the integrity of financial information and operations, ensuring compliance with US GAAP standards.
- Regularly review and mature accounting policies and procedures, educating others and reinforcing as needed.
- Ensure compliance with Diocese of Dallas accounting guidelines.
- Manage cash flow and investments, being proactive about sustaining reasonable emergency funds, setting aside project funds, and making additional principal payments when possible.
- Work collaboratively with other departments to ensure financial completeness and accuracy.
- Develops a system to timely and accurately complete month- and year-end close.

- Prepare accurate and timely financial reports, including monthly for Finance Council, conveying variances and key performance indicators; quarterly for the bank; and annually to the website for community transparency.
- Manage fixed assets and depreciation calculations.
- Reconcile balance sheet, including verification of restricted funds, construction-in-process accounts, payroll liabilities, deferred revenue, prepaid expenses, ministry account balances, etc.
- Responsible for reconciling bank statements.
- Ensures all 1099s are processed timely and accurately.
- Support external audit firm, incorporating suggestions and ensuring excellent results.
- Quality check data entered in QuickBooks, ensuring consistent department, account & project allocations.
- Responsible for providing final approval of payments and payroll; ensuring accurate amounts are paid.
- Perform ad-hoc accounting and other related duties as necessary.

Budgeting/Forecasting

- Prepare annual budget, monitoring trends and considering abnormal circumstances to optimize forecasting, and recommending adjustments throughout the fiscal year when necessary.
- Work collaboratively with other departments to understand needs and goals, strategize and plan annual department budgets and ensure financial completeness and accuracy and understanding of their budgetary needs.
- Collaborates with Pastor and Senior Director of Operations to identify projected annual growth and expenses.

Donor Relations/Fundraising

- Interface with volunteer counting team, updating, and enforcing internal controls as needed.
- Ensure accuracy of donor records, working closely with staff database lead.
- Process stock donations, including proper valuation, recording and acknowledgement.
- Work with Bookkeeper to update annual donation statements and ensure timely processing.
- Work with Mission Advancement team to ensure accurate pledge records in database and statements during campaigns.
- Work with Senior Director of Operations and Pastor to identify any donors, vendors, partners that need to be recognized for their contributions.
- Collaborate with Senior Director of Operations, Director of Strategic Projects and third-party consultants if needed for support with any campaigns such as capital campaign, North Texas Giving Day and annual fundraising appeals.

Business Manager

- Contract processing with Diocese of Dallas compliance
- Work with department leads and Diocese of Dallas regarding large projects/purchases to narrow down vendors for bids, ensuring reasonable terms and rates; review terms and conditions of contracts, occasionally evaluate current vendors and consider changes as needed.

- Manage human resource logistics, including onboarding, record retention and benefits management, working within Diocese of Dallas current human resource management software (ExponentHR).
- Ensure compliance with Diocese of Dallas business guidelines, involving any relevant departments as needed.
- Attend Diocese of Dallas Business Managers' meetings, distributing information to Pastor and staff when relevant.
- Maintain official parish documents (incorporation, 501(c)3, tax exemption, etc.), and other records as needed.

Supervisor Roles

- Successfully manages the Bookkeeper (serving as backup when absent), whose duties include accounts payable, ensuring vendor documents and proper approvals, deposit entries, journal entries, reconciliation of credit card statements, monthly departmental financial reporting, weekly check processing, payroll processing, entries in donation database, and assists donors with electronic donation enrollments.
- Supervises other staff as designated by the Pastor and Senior Director of Operations

Other

- Work with Ministry Team for their understanding of and ability to enforce proper financial practices and requirements for ministries.
- Works to develop and implement any new policies and procedures necessary to ensure the fiscal health of parish.
- Responsible for serving as a trusted advisor to the Pastor, Senior Director of Operations and Parish Leadership Team for all financial/fiscal matters of significance.
- Ability to teach and communicate necessary financial concepts such as budgets and expense tracking, to non-financial-minded colleagues.
- Other duties assigned by the Pastor and Senior Director of Operations.
- **Finance Council:** Responsible for serving as the lead staff for the parish's Finance Council. Responsible for providing monthly reports to the Finance Council. In addition, responsible for building and maintaining a great relationship with the Chair and all members and leveraging their expertise whenever necessary. Responsible for working with the Chair to draft the agenda for meetings and ensuring minutes are kept and distributed by Chair in timely manner.
- Responsible for recruiting and collaborating with at-large volunteers as needed to leverage expertise to support the work of the Finance Department.

Position Requirements

Knowledge, Skills, and Abilities:

- Degree in Accounting is required; Business Administration degree is also preferred, MBA a plus.
- 5+ years' experience in Accounting
- Proficiency in QuickBooks Pro
- Proficiency in Microsoft Office (Excel, Word, PowerPoint, Outlook)
- Software experience with merchant service providers and databases a plus
- Management and leadership experience a plus

- Strong analytical and organizational solving skills; with outstanding follow-up skills
- High degree of self-direction and motivation
- Must possess “when no one’s looking” integrity
- Team player with ability to work with varying levels of experience and knowledge with minimal supervision.
- Uphold confidentiality especially with sensitive financial and HR related information.
- Work professionally and effectively with staff, volunteers and parishioners.
- Must be able to manage multiple projects and establish work priorities.
- Excellent communication skills.
- Work in a church and school (Kid’s Day Out) environment
- Must possess a servant-leadership mindset.
- Must maintain a positive, upbeat, self-starting, solutions-centered, can-do attitude.
- Must be adept at problem solving and troubleshooting.
- Must understand the importance of the parishioners and the community served by St. Francis
- Must possess the ability to easily interact and relate with a wide assortment of personality types.
- Must have the ability to listen carefully and take direction well.
- Must be Catholic in good standing.
- Must be an excellent project manager.
- Must support the vision and strategic direction of the Pastor and embrace St. Francis mission (Matthew 28:16-20).