

ST. THOMAS MORE CATHOLIC CHURCH

Accounting Manager Job Description

POSITION TITLE: Accounting Manager
DEPARTMENT: Administrative and General
REPORTS TO: PASTOR
FLSA STATUS: EXEMPT
Hours: Monday thru Friday 8AM – 5PM

POSITION SUMMARY

The Accounting Manager serves as a staff resource in support of the Pastor, fulfilling parish administrative needs in finance, human resources, stewardship, parishioner database maintenance, and vendor contract reviews. The Accounting Manager directs these efforts with technical and legal expertise within the framework of shared ministry in Christian and Catholic values.

RESPONSIBILITIES

Financial Responsibilities

1. Maintains an accurate filing and record keeping and reporting system for all parish financial matters. Prepares monthly, quarterly and year-end reports for the parish and Archdiocese as needed.
 - a. INCOME: Monitors the collection, counting, recording and depositing of parish revenue from all sources
 - i. Accounts Receivable – Supervises counters, processes remote deposits via scanner, posts receivables in ParishSoft Accounting (PSA), reconciles ACH deposits
 - ii. Exports/Imports from ParishSoft Giving (PSG), the parish's online donation system, to ParishSoft Family Suite (PSFS), the parish's membership database
 - iii. Reports monthly offertory, second collections, and Archbishop's Annual Appeal (AAA) updates to Communications for reporting to parishioners
 - b. EXPENSE: Administers a cash flow management system with purchasing and payment schedules clearly defined
 - i. Processes invoices via bill.com and PSA
 - ii. Online recurring payments
 - iii. Credit Cards
 - c. GENERAL LEDGER
 - i. Journal Entries
 - ii. Payroll import
 - iii. Period closings – month-end and year-end
 - d. PAYROLL: Manages payroll through Paylocity system
 - i. Bi-weekly payroll processing
 - ii. HR records upload
 - e. RECONCILIATIONS:
 - i. Bank Statement
 - ii. Deposit & Loan Statements
 - iii. PayPal
 - iv. PSG to PSA

- v. St. Vincent de Paul
- vi. Credit Cards
- f. BUDGETS: Prepares, administers and reviews the budget in collaboration with the Pastor, Finance Council and other committees
 - i. Monthly review of Income/Expenses to Budget
 - ii. Quarterly review by Finance Council
- 2. Serves as a resource to parish organizations in all financial matters from planning to audits.
- 3. Serves as a parish contact with financial institutions and the Archdiocese in collaboration with the Parish Treasurer.
- 4. Assists in the planning of financial stewardship and long range planning efforts.

Administrative Responsibilities

1. Supervises or directs the maintaining of parish membership database.
2. Manages the annual offertory appeal, including generating data and communication with parishioners using PSFS database and tracking and recording pledges.
3. Conducts annual review of current vendor contracts and pricing.
4. Attends staff meetings, Parish Finance Council meetings and other committee meetings appropriate to the position. Attends Archdiocesan meetings where appropriate for training and development.
5. Administers parish salary and benefit policies and maintains HR records.
6. Assists with hiring and selection of personnel in collaboration with the Pastor.
7. Coordinates and prepares parish response to liability and legal concerns, in cooperation with Archdiocesan offices as appropriate.

SKILLS, KNOWLEDGE AND/OR ABILITIES

Financial

1. Knowledge of accounting and record keeping principles and practices.
2. Knowledge of cash flow management.
3. Knowledge and ability in budgetary principles including Archdiocesan regulations.
4. Knowledge and proficiency in accounting software.
5. Ability to maintain accurate collection and deposit records.
6. Ability to communicate and offer assistance to parish staff and organizations.
7. Ability to represent the parish to outside business and organizations.

Administrative

1. Ability to communicate clearly and efficiently verbally and in writing.
2. Ability to work cooperatively with small groups of volunteers.
3. Knowledge of Archdiocesan record keeping requirement.
4. Knowledge of personnel policies and procedures.
5. Knowledge of personnel selection procedures including legal requirements.
6. Awareness of liability and litigation procedures and ability to respond to federal, state and local laws.

EDUCATION, TRAINING AND/OR EXPERIENCE

Undergraduate degree in accounting preferred, though equivalent extensive bookkeeping experience considered. Three years of accounting experience required. Work experience in a church or non-profit setting helpful. As a ministry position in the Catholic Church, the Parish Administrator effectively communicates and collaborates in the mission of the Church.

COMMENTS

The work week is generally 40 hours per week on a year-round basis; however the position requires a willingness and flexibility in work hours when necessary to fulfill job responsibilities. Employee is subject to Personnel Policies and Procedures prescribed for all personnel.

The above statements are intended to generally describe the work being performed by individuals holding this position. This is not necessarily an exhaustive list of the responsibilities, tasks, skills, efforts or working conditions associated with the position. While this is intended to be an accurate description of the current job, management reserves the right to revise the job or require other tasks be performed when circumstances arise (i.e., emergencies, changes in personnel, rush job, technological developments, etc.) Based on established department or facility standards, employee may not perform all of the duties listed in this job description.

EEO/AOA STATEMENT

The Archdiocese of Atlanta does not discriminate in employment on the basis of race, color, sex, sexual orientation, national origin, age, disability, military status or religion (except for certain positions which require applicants of the Catholic faith based upon bona fide occupational qualifications).

ACKNOWLEDGEMENT

Discussion of this position description and receipt of a copy by the employee is hereby acknowledged.

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____