

TITLE Director of Finance
AGENCY Sacred Heart Catholic Church, Lombard, IL
SUPERVISOR Pastor
POSITION Part-time, Unbenefited

JOB SUMMARY

The Director of Finance is a professional administrator who reports directly to the Pastor. This role assists the Pastor with the stewardship and strategic direction of the financial, technological, and personnel resources of the Parish in accordance with Diocesan policies and guidelines. The parish currently has eight employees.

The Parish Director of Finance is a person of faith committed to Gospel values. He or she values the organization and responsible management of resources and helps the Church fulfill its mission and purpose. An attitude of service and collaboration is essential to this role.

FINANCIAL MANAGEMENT

- Prepares the budget, annual report, interim reports, general ledger, sub-ledgers, and other monthly reports.
- Prepares analyses of financial results to support operations.
- Manages the general ledger and all accounting related functions.
- Manages bookkeeping functions including, but not limited to, accounts payable, accounts receivable and payroll.
- Handles banking relations including management of accounts, reconciliations and problem solving.
- Ensures that all taxes, licenses, and fees are paid in accordance with regulations and contracts.
- Manages parish offertory collections and stewardship.
- Oversees the control of contributions, collection counters, and parishioner donation records. Communicates with parishioners in a supportive, timely manner.
- Coordinates with those leading fundraising events and pledge drives to ensure proper control and management of collected funds.
- Cooperates with the Parish Facilities Team, serving as financial lead on major projects and financial support for regular operations.
- Serves as staff liaison to the Parish Finance Council, regularly providing financial information and responses to the Council's requests for information.
- Serves as primary staff liaison to Diocesan administrators.

PERSONNEL MANAGEMENT

- Develops, implements, and directs personnel policies, hiring and termination procedures, job descriptions, personnel evaluations, benefits enrollment and compliance reports for administrative and support staff.
- Manages budgeting and payment of salaries and benefits.
- Evaluates supervised staff through annual performance reviews, and assists other managers with their evaluation processes.

COMMUNICATION & INFORMATION

- Oversees the maintenance of the Parish database and census and operational records.

TECHNOLOGY

- Oversees technology, supervising staff responsible for onsite technology, and managing relationships with technology providers.

GENERAL

- Attends meetings relevant to the role, such as Parish staff and Diocesan meetings.
- Directs purchasing procedures.
- Other duties as assigned.

COMPETENCIES AND EDUCATION

- Understands and supports the mission and purpose of the Roman Catholic Church, the Parish and the Diocese of Joliet..
- Has achieved a minimum of a bachelor's degree in a business discipline, preferably accounting. The professional business experience of the candidate is important and may be considered if a degree is in a different field of study.
- Has five or more years of business and/or church-related experience.
- Possesses knowledge of personnel issues, including policies, procedures, selection, benefits, federal and state laws, employee motivation, team building, etc.
- Possesses knowledge of safety and security issues.
- Is computer-literate in an office software suite including word processing, spreadsheet and database.

PHYSICAL ABILITIES THAT ARE COMMONLY ASSOCIATED WITH THE PERFORMANCE OF THE FUNCTIONS OF THIS JOB¹

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.
- While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Physically able to perform the duties as assigned including the ability to lift to 20-30 pounds if needed.
- Ability to stand, sit, or walk for extended periods of time.
- Occasional evening and weekend work, flexibility to adjust to other department/business needs.

To apply for the position, please send a cover letter and resume to Fr. Tom Dunn at frdunn@shclombard.org. In the email subject line include Director of Finance.

¹ This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.