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DIOCESE OF RAPID CITY

JOB DESCRIPTION

- TITLE:** **Diocesan Finance Manager**
- QUALIFICATIONS:** Bachelor degree in Accounting, strong background in computer science, business law, and finance; demonstrated skills in communications and supervision.
- REPORTS TO:** Bishop or his designee
- EVALUATION:** Performance of this job will be evaluated in accordance with the provisions of the Diocesan Personnel Policies Manual, Section 6, Performance Review.
- TERMS OF EMPLOYMENT:** Administrative/Supervisory
- JOB FUNCTION:** To coordinate and manage the finances of the Diocese of Rapid City and associated functions in accordance with the universal code of Canon Law and the policies of the Diocese of Rapid City. Supervises Finance Office support staff.

PERFORMANCE RESPONSIBILITIES:

1. Maintains and oversees an accounting system according to accepted accounting principles for the Diocese of Rapid City and other entities as requested by the bishop.
2. Maintains open communications with the bishop in all areas of fiscal management.
3. Oversees accounting transactions for all assigned areas.
4. Prepares an annual budget for the diocese in cooperation with department heads.
5. Prepares monthly, quarterly and annual reports and statements reflecting financial position, activities, investments, revenues and expenses in all assigned areas of responsibility.
6. Manages and reports monthly cash flow needs.
7. At the direction of the bishop, prepares agenda for quarterly Finance Council meetings. Attends and participates in the meetings as needed.

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8. Attends board meetings of organizations in area of responsibility and prepares agenda and reports as needed.
9. Calculates assessments and group insurance rates and oversees parish billings and collections of same.
10. Manages the Finance Office and other assigned departments and supervises the performance of its employees.
11. Manages the assets of the diocese in cooperation with the Investment manager and the Investment Committee.
12. Assists in decision making regarding purchase of equipment, supplies, capital improvements, repair and maintenance.
13. Maintains insurance coverage for all real estate, personal property, liability, workers compensation, employee health coverage.
14. Monitors program needs and costs of insurance coverage.
15. Serves as a resource for parishes regarding insurance changes and claims.
16. Handles details and maintenance of 403(b) retirement plan, Flex plan and supplemental insurance for all entities in the diocese.
17. Assists with grant requests and reports for The Catholic Extension Society, The Black and Indian Mission Office, and the Committee on Home Missions and other granting agencies as needed.
18. Works with the Diocesan Parish Accounting Committee to oversee parish financial procedures, provide continuing education, and conduct parish financial reviews.
19. Oversee the planning and completion of annual audit process in conjunction with an outside accounting firm for all appropriate entities.
20. Engage and interact with legal counsel on issues pertaining to diocesan financial affairs and employee benefits.
21. Assist in reviewing documents and facilitating signatures for corporation resolutions.
22. Maintains a safe and orderly work area.

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23. Provides for his/her own spiritual and professional growth.
24. Assists in promoting a positive and hospitable office climate.
25. Speaks positively about the Diocese of Rapid City.
26. Other duties as assigned.