

DIOCESE OF RAPID CITY

JOB DESCRIPTION

- TITLE:** Parish Accounting Manager
- QUALIFICATIONS:** High School Diploma, above average secretarial and computer skills, training and/or experience in the accounting field, demonstrated high degree of accuracy.
- REPORTS TO:** Chief Financial Officer
- 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:** Full time/Department Head/Exempt
- JOB FUNCTION:** Manage and oversee all aspects of the Parish Financial Service Office including supervision of staff. Provide education, guidance and oversight for all parish administration and financial tasks. Develop and manage the use of the diocesan and parish databases and collaboratively provide oversight, assistance, and education to parishes and diocesan staff. Provide assistance as needed for all financial tasks of the diocese.

PERFORMANCE RESPONSIBILITIES:

1. Plans, organizes, and supervises the accounting provided to parishes through the Parish Financial Services contracts. This includes:
 - a. Facilitates communication with pastor and parish finance councils to assure their needs are met and they have a good understanding of their financial situation. This would include providing accurate reports and attendance of meetings as needed.
 - b. Assists with parish budget process
 - c. Supervises and directs the parish accounting staff in procedures and systems necessary to maintain proper records and to provide adequate accounting controls and services.
 - d. Supervises and reviews processing of payroll and benefits. Assure compliance with federal and state withholding and reporting requirements.
2. Supports and trains all parish personnel on accounting tasks and use of accounting software on an individual or group basis.

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3. Assists with maintaining adequate parish financial procedures and continuing education of parish financial staff.
4. Responsible for planning, facilitating, and conducting parish financial reviews for parishes that have priests rotating or as time allows.
5. Analyzes the database needs of diocesan and parish staff and provides guidance, education, and oversight of database structure and input to provide consistency and accuracy.
6. Assists the Diocesan Chief Financial Officer in special projects related to the financial operations of the Diocese and its related entities.
7. Responsible for organizing and assisting parish corporate resolutions for their budgets and acquiring the Bishop and Vicar General's signatures.
8. Maintains a safe and orderly work area.
9. Provides for his/her own spiritual and professional growth.
10. Assists in promoting a positive and hospitable office climate.
11. Speaks positively about the Diocese of Rapid City.
12. Other duties as assigned.