



## **JOB DESCRIPTION – ACCOUNTING MANAGER**

### **I. IDENTIFYING INFORMATION**

Position Title: Accounting Manager

Status: Full-time; Exempt, 12 month

Reports to: Pastor

### **II. PRIMARY FUNCTION OF THIS POSITION**

The Accounting Manager is a key member of the Family Leadership Team (FLT) and reports directly to the pastor. The Director is responsible for effective administration and stewardship of the financial resources of the Family of Parishes (Family), supporting the pastor in his governance ministry.

### **III. POSITION CONTENT**

#### **A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES**

1. Accounting Management
  - Assures accurate maintenance of all financial files and records.
  - Establishes a responsible cash flow management system.
  - Maximizes cash management resources.
  - Verifies Accounting for Festivals and Events and all finances thereof.
  - Provides periodic auditing of accounting practices and documentation
  - Manages Purchasing across all campuses.
  - Administers and reviews budget process in collaboration with Accounting Manager, Finance and other commissions, subject to review and/or approval by Parish Council
  - Provides backup for accounting management.
    - Assures Accounts Receivable and Accounts Payable are accurate and timely. Provides feedback as necessary.
  - Generates, analyzes and presents financial statements to Finance Committees.

2. Backup to Human Resources Manager
  - Ensures timely and accurate payroll and benefits administration and execution
  - Provides backup for processing payroll
  - Assists HR Manager with major HR and Benefits changes
  - Remains up to date on HR Management duties
3. Leadership
  - Provides Leadership for Administration Team
  - Represents Administration on Leadership Team
  - Consults with and advises Pastor and Directors on business and administrative matters that affect the parishes
  - Acts as liaison between the parish and the archdiocese in financial matters
  - Leads major projects for Accounting and Finance
  - Analyzes, Designs and Promotes Process Improvement Plans in these areas

#### **IV. POSITION SPECIFICATIONS/REQUIREMENTS**

##### **A. SKILLS, KNOWLEDGE AND/OR ABILITIES (SKAs)**

- Must have knowledge of accounting principles and practices
- Must have excellent interpersonal communication skills
- Should have supervisory experience
- Must have good organizational skills
- Must have good record-keeping skills
- Must have computer skills necessary to manage parish system
- Must have good facilitation skills
- Must have ability to manage
- Must have ability to present oneself professionally
- Must have ability to maintain confidentiality
- Must have ability to prioritize and to be flexible

##### **B. EDUCATION, TRAINING AND/OR EXPERIENCE**

College degree required and/or five to ten (5-10) years accounting experience

#### **V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES**

Administers parish budgets

## **VI. WORKING ENVIRONMENT**

This position requires periodic evening meetings.

Employees of The Family of the Most Holy Eucharist will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of The Family of the Most Holy Eucharist. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

## **VII. ACKNOWLEDGEMENT**

**I have read, understand and agree to perform all job duties and requirements outlined in this job description.**

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**Employee Signature**

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**Date**