

Finance Manager

Job Description

CLASSIFICATION: Exempt

JOB SUMMARY: The Finance Manager is a steward of St. Isidore's financial resources, responsible for the day-to-day accounting functions of the Church and the accuracy of all financial files and records.

RESPONSIBLE TO: Pastor/Chaplain

DUTIES AND RESPONSIBILITIES:

Accounting Program:

- Maintain accounting program for finances, recordkeeping and cash flow management
- Manage checking accounts and reconcile monthly statements
- Assist staff in collecting and processing registration fees, etc., associated with activities and events

Budget:

- Prepare preliminary annual budget for submission to Finance Council for approval
- Input and monitor final budget
- Prepare budget reports as requested by Finance Council

Accounts Payable:

- Review and obtain approval for invoices
- Pay invoices through accounting program
- Maintain accurate information on each vendor
- Produce applicable 1099's at year end
- Review, obtain approval, and pay employee reimbursements

Offertory Collection:

- Oversee counting of collection
- Process checks remotely
- Complete Deposit Summary form
- Advertise and process Diocesan special collections

Donations:

- Process and deposit all donations from fundraising events (Phonathon, Annual Appeal, Alumni events), offertory collection, special collections, etc.
- Post all donations to individual constituent records in Raiser's Edge
- Prepare and send contribution statements to donors at year end according to IRS regulations

Contribution Programs:

- Manage the ACH Electronic Donation program by initiating weekly batches, activating authorizations, and posting donations to individual constituent records
- Manage the PayPal program by monitoring payments and donations, and withdrawing and processing funds appropriately
- Maintain the use of the Square for processing payments for student activities

Financial Reporting:

- Prepare monthly reports for Chaplain; quarterly reports for Finance Council
- Prepare, obtain Finance Council approval, and submit annual report to the Diocese
- Comply with Diocesan financial policies and maintain files according to retention policy

Human Resources:

- Process and maintain required documentation and personnel files (application, Federal W-4, Kansas W-4, Employee Eligibility Verification/I-9, Employment Agreement, and evaluations)
- Administer employee benefits and maintain files (Group health insurance, Health Cafeteria Plan, Group Long Term Disability, 401k Plan, Vacation, Sick Leave and Holidays)
- Maintain time sheet reporting
- Maintain compliance with the Diocesan Human Resources Employee Handbook

Payroll:

- Process monthly payroll
- Maintain payroll records
- File monthly, quarterly, and annual tax reports
- Prepare W-2's at year end

Kansas State Newman Foundation:

- Maintain records for investment portfolio
- Maintain files for all corporate documents
- Maintain bank account and reconcile monthly statements
- Attend Board meetings

QUALIFICATIONS: A Bachelor's degree in Finance, Accounting or Business Administration and a minimum of three years' experience in an office setting/accounting environment is preferred. Ability to understand and utilize financial procedures and the management and reporting of confidential financial data.

WORKING ENVIRONMENT: Entails weekday, and occasionally some evening and weekend work. Requires 37.5 to 40 hours per week.