



Job Title: Director of Financial Operations

Written/Revised: 6/21/22

Parish: Our Lady of Peace

FLSA Code: Exempt (Salaried)

Responsible to: Pastor

Pay Range:

I. JOB SUMMARY

As with every position at Our Lady of Peace Parish and School, the love for God, the Church and neighbor is a must as we bring the Good News to Clintonville. The Director of Financial Operations serves in a key management position as a staff resource in support of the pastor and staff, ensuring that parish needs in administration, finance, the temporal needs for evangelization and facilities are fulfilled. This position directs and manages these efforts with technical and expertise within the framework of shared ministry in Catholic and Christian values. Perform various duties in the area of cash disbursements and cash receipts, including the automated capture, repair and processing of checks and other transit items. The position is expected to use personal judgment in carrying out routine duties and responsibilities. In essence, close collaboration with the Pastor, parish staff, and volunteers is a must for the position.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the school's policy and procedures manuals.

II. ESSENTIAL JOB RESPONSIBILITIES

1. Analyze and organize financial operations and procedures on a day-to-day basis such as bookkeeping, preparation of payrolls, information management, and filing systems. Maximizes office productivity through proficient use of appropriate software applications. Analyze and organize, in close collaboration with the Bookkeeper and the Office Manager, office operations and procedures.
2. Reconcile all bank/PAF accounts. Prepare financial reports, budget, and contract preparation.
3. Formulate procedures for systematic retention, protection, retrieval, transfer, and disposal of records. Maintain appropriate level of confidentiality with documents and information.
4. In consultation with the Pastor, Staff, and diocesan policy, ensures internal controls, policies, workflows and procedures, helping develop policies and procedures, and review existing policies and procedures. When appropriate, these policies would be implemented in the parish.
5. Attend staff meetings, Parish Council meetings, Finance Committee meetings, Diocesan meetings and other meetings as appropriate and requested.
6. Coordinate parish liability and property insurance programs. Prepares parish response to liability, legal and insurance concerns, in cooperation with Diocesan offices as appropriate. Consults with and advises Pastor and/or Principal on business and administrative matters that affect the parish and/or school.
7. Administer a cash flow management process with purchasing and payments clearly defined. Supervise the collection, counting, recording and depositing of parish revenue from all sources.
8. Serve as a parish contact with financial institutions and the Diocese. Ensures good stewardship of adequate parish financial reserves.
9. Accurately prepares payroll and submits all regular, quarterly and annual patrol reports. Works with paying school subsidies and assures that all families involved are supporting the parish to the best of their ability.

10. Supports the negotiation of contracts with suppliers and contractors in order to ensure the highest quality service in the most cost-effective manner to the parish and school. This requires close collaboration with the Director of Facilities.
11. Schedules and coordinates utilization of the parish and/or school facilities and ensures that all liability and maintenance needs are adequate. Ensures that there are no scheduling conflicts on the parish master calendar. This requires close collaboration with the School Principal, Office Manager and Director of Facilities.
12. Provides assistance and collaboration to the Director of Facilities in regard to more complex projects.
13. Assists with new hires on their orientation to the parish office. Retains complete and accurate personnel files on each staff member and volunteer.
14. Maintains good working relationships and effective communications with the parish, community, Diocese and other outside groups and authorities.
15. Helps to coordinate the temporal and financial needs for parish and school events.
16. Provide miscellaneous duties as assigned by the Pastor.
17. Regular attendance and punctuality are essential for this job.

III. OTHER POSITION RESPONSIBILITIES

1. Complies with federal, state and local safety laws.
2. Maintains a neat and safe work area.
3. Performs other duties as assigned.

IV. POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required: Compliance with BCI&I background checks and completion of Protecting God's Children program.

Education: Bachelor's degree in Accounting, Business Management, mathematics, related field, or comparable years of experience.

Experience: A minimum of three years prior Accounting and office management experience is required; keyboard and computer experience required.

Job Related Skills: An understanding of communications and the Catholic perspective; the ability to both serve and lead others; excellent communication skills and knowledge of office equipment. Knowledge of Quickbooks software and Microsoft software applications (Microsoft Word, Microsoft Outlook, Excel, and PowerPoint). Typing, data entry and 10-key calculator required.

Interpersonal Skills: The ability to work with others in a collaborative team environment.

Language skills: Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate to customers, and other employees of the Diocese.

Mathematical Skills: Ability to add, subtracts, multiply and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret statistics. Ability to use U.S. standards of currency and measurement.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Working Environment: The ability to maintain all information highly confidential.

V. PHYSICAL STRENGTH DEMANDS

The Physical Demands Strength Rating reflects the estimated overall strength requirement of the job. It represents the strength requirements, which are considered to be important for average, successful work performance. The strength rating is expressed by one of the following five terms.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Physical demand requirements are in excess of those for Sedentary Work.

ADHERENCE TO CHURCH TEACHINGS, JOB DESCRIPTION REVIEW AND ACCEPTANCE:

Employee understands that as an employee of a Catholic institution Employee is expected to abide by Catholic Church teachings, both within and outside their employment duties, and regardless of her/his religious affiliation. As such, Employee agrees to refrain from conduct or lifestyle which would be in contradiction to Catholic doctrine or morals. Employee also agrees to comply with and act consistently in accordance with the teachings of the Roman Catholic Church, and the rules, regulations, and policies of the employing agency and the Diocese of Columbus now in effect, or that may hereinafter be adopted governing this employment, including but not limited to the attached *Adherence to Church Teachings* policy. Employee understands and agrees that the Employer has the right to dismiss Employee for violation of these standards, thereby terminating any and all rights Employee may have to continued employment. Notwithstanding any of the above, volunteering while an Employee is an independent decision and action of an Employee and, as such, is not a requirement of employment at the Diocese whatsoever.

ADHERENCE TO CHURCH TEACHINGS

All personnel who serve in Catholic employment are expected to be examples of Catholic moral behavior and professionalism. All personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocese and the employing agency or office. Personnel may be disciplined or terminated for violations of these standards, or any conduct which appears to reject or offend the teachings, doctrines, or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include: (a) public support of activities or publicly espousing beliefs contrary to Catholic Church teaching; (b) public statements disparaging or causing contempt against religion in general or the Catholic Church in particular; (c) entry into a marriage which is not recognized by the Catholic Church; (d) having an abortion or publicly supporting abortion; (e) sexual relations (same or opposite sex) outside the institution of marriage as recognized by the Catholic Church; (f) pursuing or publicly supporting in vitro fertilization. The teachings of the Catholic Church can be found in “The Catechism of the Catholic Church” which is online at here <http://www.vatican.va/archive/ENG0015/INDEX.HTM>.

All personnel adhere to civil and ecclesial law, policy and procedure concerning the reporting of neglect, suspected abuse or when physical harm could come to the person or to a third party.

All personnel are aware they have considerable personal power because of their ministerial position. Therefore, they will sustain respectful ministerial relationships, avoiding manipulation and other abuses of power. Physical, sexual, or romantic relationships between an adult volunteer and a minor are unethical and are prohibited.

Should you have any questions, feel free to contact the Diocesan Human Resources Director at 614-241-2537 or dprunte@columbuscatholic.org. For CONFIDENTIAL questions or concerns, please e-mail your question to confidential@columbuscatholic.org.

I understand this job description and its requirements; I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned; I understand the job functions may be altered by management without notice; I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Employee Signature

Date

The following items marked with an “X” are the physical and mental job requirements that are **essential** for this position.

Physical

- X Standing
- X Walking
- X Sitting
- X Lifting
- X Carrying
- X Pushing
- X Pulling
- X Climbing
 - X Stairs
 - Ladders
 - Scaffoldings
 - X Ramps
 - Poles
 - In-Out/Vehicles, Equipment, Machinery
- X Stooping
- X Kneeling
- X Crouching
- X Crawling
- X Reaching
- Running
- X Head and Neck Movement
- X Movement Across Mid-line

Coordination

- X Balancing
- X Handling
- X Controls (buttons, knobs, pedals, levers, cranks)
- X Grasp
- X Finger Dexterity
- X Manual Dexterity
- X Motor Coordination
- Driving

Mental

- X Alertness
- X Precision
- X Ingenuity
- X Problem Solving
- X Analytic Ability
- X Memory
- X Creativity
- X Concentration

Interpersonal

- X Talking
- X Persuasiveness
- X Speaking Ability
- X Handling People
- X Judgment
- Bilingual
- X Imagination
- X Initiative
- X Patience

Perception

- X Feeling
- X Seeing
- X Hearing
- X Form Perception
- X Clerical Perception
- X Auditory (hearing) Discrimination
- X Tactile (touch) Discrimination
- X Olfactory (smell) Discrimination
- Aesthetic (artistic) Sense
- Spatial (space) Aptitude

Pastor's Approval

Date