

St. Anne Finance Director Job Description – 09/05/18

- Be a good steward of the church and school assets.
- Create and present monthly financial reports to the Pastor, the Principal, the Finance Committee and the School Board. These are to include St. Anne Church (covering entities of the Parish, the Plant, Endowments, Capital Campaigns and the Cemetery), St. Anne School, Church Bingo and School Bingo.
- Create and present monthly financial reports to the Pastor for the two Cluster Parishes: St. Bernard Catholic Church and St. Patrick Catholic Church.
- Attend monthly/quarterly meetings: Finance Committee, School Board, Endowment Committee, Development Committee and Pastor's staff. Report to committees as required.
- Manage all Cash Flow and Investments as required.
- Monitor all bank accounts: First Bank Church (1), First Bank School (7), First Bank Bingo (5), First Bank Cemetery (2), Wells Fargo Church (2), Wells Fargo School (4), Wells Fargo Cemetery (1), CCF Church (1), CCF School (1), St. Bernard Scott County Bank (1), St. Bernard CBIS (1) and St. Patrick New Peoples Bank (1).
- Review and verify all bank reconciliation. Perform the actual bank reconciliations for St. Bernard and St. Patrick.
- Prepare the following annual budgets: St. Anne Church, St. Bernard Church and St. Patrick Church which is due on May 1st each year; St. Anne School – preliminary due May 15th and final due on September 15th.
- Prepare the following annual reports: St. Anne Church, St. Bernard Church and St. Patrick Church which is due on August 15th each year; St. Anne School which is due on July 31st each year.
- Work with the Property Manager to report on the church's rental properties in regards to their financial performance and expenses.
- Report and track on the financial aid rewards for school families. This entails being a member of the tuition assistance committee and reporting financial aid to the Principal and to the Diocese. It also entails notifying the families of their financial assistance and educating them in the process. The information also needs to be entered into the FACTS system used by the Diocese.
- Supervision of the work performed by the church bookkeeper and the school bookkeeper. Their primary duties involve payroll and accounts payable. The school

bookkeeper is also involved in the set up and collection of tuition through the FACTS system used by the Diocese.

- Take on the responsibility of being the financial liason with the Diocese with all three parishes.
- Primary contact and officer for internal audits conducted by the Diocese in regards to the church and school and/or the State of Virginia in regards to the bingo operations.
- Assist the school with collection of tuition and other receivables.
- Other projects, reports or duties required by the Pastor or Principal