

## FINANCE AND OPERATIONS MANAGER

### POSITION PURPOSE

As a member of the Parish Staff Team, the Finance and Operations Manager will split time between **St. Mary Our Mother Parish and School in Horseheads (three days per week)** and **Ss. Isidore and Maria Torribia Parish in Addison (two days per week)**. This position provides financial management, operational oversight, and administrative support to ensure compliance with all Diocesan policies and procedures while assisting the Pastors and Regional Finance Director in achieving annual goals and objectives.

**Reports To:** Pastor and Regional Finance Director

**Hours:** Full-Time (35 hours per week)

**Compensation:** Starting at \$62,353

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### PRIMARY RESPONSIBILITIES

#### Accounting and Financial Management

- Serve as liaison with the Shared Service Center for all accounting functions, including Accounts Payable, Payroll, Collections, and Bank Reconciliations.
- Support Counter Team Leaders in recruiting, training, and scheduling collection counters and in ensuring compliance with Diocesan collection and cash-handling procedures.
- Verify Accounts Payable invoices and ensure timely payment of bills in coordination with the Shared Service Center.
- Coordinate check-signing processes and ensure appropriate authorization of expenditures.
- Process check requests and maintain supporting documentation.
- Order banking supplies, including checks and deposit slips, as needed.
- Order, maintain, and distribute tamper-evident bags and associated logs.
- Assist the Regional Finance Director in preparing reports and materials for Finance Council meetings.
- Assist the Regional Finance Director in the preparation of annual operating budgets.
- Attend Finance Council meetings as required.

#### Payroll and Human Resources

- Assist with onboarding and training of new employees.
- Review and approve employee timecards and expense reimbursements in accordance with Diocesan and IRS policies.
- Assist in the collection, verification, and submission of payroll information.
- Reconcile payroll-related invoices.
- Assist with employee recordkeeping and compliance documentation.

## **Donor and Parishioner Management**

- Ensure weekly gifts and donations are accurately entered into ParishSOFT.
- Assist parishioners with online giving, envelopes, and other donation methods.
- Coordinate the preparation and mailing of annual donor contribution statements.

## **Fundraising and Compliance**

- Ensure all fundraising activities comply with Diocesan, New York State, and other applicable regulations.
- Coordinate and assist staff and volunteers with fundraising procedures and internal controls.
- Ensure compliance with Diocesan financial policies and risk management requirements.

## **Facilities and Operations Management**

- Provide day-to-day supervision of maintenance and office staff.
  - Oversee building projects and coordinate vendor selection and quotes in conjunction with the Regional Finance Director.
  - Ensure required vendor documentation is obtained and maintained, including Certificates of Insurance (COIs), Hold Harmless Agreements, and W-9 forms.
  - Schedule and oversee preventative maintenance and facility service contracts.
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## **Meeting and Committee Support**

- Serve as liaison to the Parish Council, Finance Council, Building and Grounds Committee, Cemetery Board, and Diocesan offices.
- Prepare agendas and maintain meeting minutes.
- Coordinate annual reporting requirements and committee documentation.

## **Parish Database Management**

- Oversee the maintenance of parishioner records, directories, and related database systems.
- Ensure the accuracy, integrity, and confidentiality of parish data.

## **Volunteer Coordination**

- Assist in recruiting, coordinating, and supporting parish volunteers.
  - Ensure completion of required training and background checks.
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## **ADDITIONAL RESPONSIBILITIES**

- Submit year-end 1099 vendor information to the Shared Service Center for tax reporting.

- Assist the Regional Finance Director in obtaining annual Conflict of Interest Disclosures, Credit Card Acknowledgments, Collection Counter Acknowledgments, and other compliance documents.
  - Implement and maintain an archival records management system.
  - Assist cemetery personnel as needed.
  - Perform other duties as assigned by the Pastor or Regional Finance Director.
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## **NECESSARY QUALIFICATIONS**

### **Education and Experience**

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field preferred. An Associate degree with relevant experience will also be considered.
- Entry-level candidates with strong academic credentials and relevant internship, volunteer, or professional experience are encouraged to apply.
- Experience in accounting, bookkeeping, office management, nonprofit administration, or parish operations is preferred.

### **Knowledge, Skills, and Abilities**

- Ability to work independently and exercise sound judgment.
- Strong organizational, problem-solving, and time-management skills.
- Excellent interpersonal and communication skills.
- Familiarity with accounting principles, financial reporting, and internal controls.
- Proficiency with Microsoft Office applications, particularly Excel and Word.
- Ability to learn and adapt to new software systems.
- Ability and willingness to travel between parish locations and attend Diocesan meetings and events.
- Appreciation for and commitment to the mission of the Catholic Church.

### **Preferred Qualifications**

- Supervisory or management experience.
- Experience with accounting software, database management systems, and financial reporting.
- Experience working in a nonprofit, parish, school, or faith-based environment.

Qualified candidates submit a resume to [Amy.Finnerty@dor.org](mailto:Amy.Finnerty@dor.org)