

JOB TITLE: PARISH BUSINESS ADMINISTRATOR/ACCOUNTANT (Full-time)

Job Summary: Spirit of Christ Catholic Community is hiring a full-time business administrator/accountant. This person reports directly to the Pastor and is responsible for the business and financial management of the parish. The administrator works in partnership with the Pastor in managing the day to day financial activities of the parish. As a person of faith, the administrator is committed to gospel values and the responsible stewardship and management of parish resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversees the management of parish operations and financial records.
- Produce monthly financial statements and reports.
- Analyze income, expenses and financial trends.
- Investigate and explain budget variances.
- Maintain and supervise accurate data and appropriate records for all financial matters.
- Administer payroll and payroll records and file reports with appropriate agencies in a timely manner.
- Support the Pastor and Finance Council in drafting the parish budget.
- Maintain adequate liability policies and responds in a timely manner to all legal and insurance claims.
- Serves as contact person with financial institutions and vendors, as well as the appropriate offices of the Archdiocese of Denver.
- Oversees the management and response to the annual internal audit.

QUALIFICATIONS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's degree in business or a related field, or equivalent experience in the workplace or with another parish.
- Ability to interact positively and effectively with all parish constituents.
- Satisfactory oral and written communication skills.
- Ability and willingness to maintain confidentiality.
- Ability to multitask and meet deadlines.
- Technological proficiency in computers and computer programs.
- An understanding of Catholic values and be a practicing Catholic.

HIRING RANGE: Negotiable based on experience

Candidates may send their resumes to:

Reverend Christopher Renner, Pastor
Spirit of Christ Catholic Community
7400 W. 80th Ave., Arvada, CO 80003
303-422-9173

frchris@spiritofchrist.org

(scroll down for Parish Accountant position information)

PARISH ACCOUNTANT

Job Title: Parish Accountant (Part Time)

Job Summary: Spirit of Christ Catholic Parish is hiring a part-time accountant/bookkeeper. This person reports directly to the Pastor and the Parish Business Administrator. This position assists the Business Administrator with the stewardship of the financial and personnel resources of the parish, in accordance with parish policies and the particular laws and norms of the Archdiocese of Denver. The Parish Accountant assists the Parish Business Administrator in the production of reports, and the managing of bookkeeping Functions including, but not limited to, payables and receivables.

Essential Duties and Responsibilities:

- Prepares monthly financial reports reflecting actual results versus budget results.
- Manages bookkeeping functions including, but not limited to, payables and receivables and all other parish revenue expenses. Ensures bank accounts are reconciled in a timely manner.
- Ensures that all federal, state and local taxes are paid in accordance with federal, state and local regulations. Maintains compliance with federal, state and local laws including payroll tax withholding and reporting rules and regulations.
- Manages payment of salaries and benefits including timely remittance of monies withheld from employees including monies from 403 (b) withholdings. Maintains and regularly reports to the Pastor and Finance Council on the accumulation of parish staff, sick, vacation or PTO (paid time off) time.
- Implements personnel policies, Open Enrollment and EEO Reports for administrative And support staff and maintains the benefits programs.

Qualifications: The requirements listed below are representative of the knowledge, skill And/or ability required.

- Bachelor's degree in business or a related field or equivalent experience.
- Ability to interact positively and effectively with all parish constituents.
- Technical proficiency, and good oral and written communication skills.
- Ability to maintain confidentiality.
- An understanding of Catholic values and be a practicing Catholic.

Candidates may send their resumes to:

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