

Diocese of Erie
St. Mark Catholic Center
Position Profile

Job Title: Director of Parish and School Financial Services
Department: Financial Services
Location: Erie (SMCC).
Reports to: Chief Financial Officer
Cabinet: Chief Financial Officer
Classification: Salary
FLSA: Exempt; Full-Time
Budget: 00731
Date Created: 09/20/2022 (updated)

I. PURPOSE:

Oversee the Financial Operation of all parishes and schools in the Roman Catholic Diocese of Erie. Ensure that they are operating efficiently and that their assets are properly safeguarded.

II. RESPONSIBILITIES:

The essential functions of the position include but are not limited to the following:

- a) Maintain and periodically propose revisions to the Parish Financial Practice Policy manual including the development and implementation of accounting and internal control procedures. Answer questions regarding these policies and procedures.
- b) Periodically evaluate the financial operation of all parishes and schools through on-site visits.
- c) Obtain and review the parish and school Annual Budgets and Annual Reports. Maintain and distribute the related parish census and financial database.
- d) Evaluate the financial performance of all pastors and administrators as requested by the bishop.
- e) Calculate/oversee the various parish and school assessments and periodically review the formulas.
- f) Monitor and issue semiannual past due assessment reports and work to maximize collections by working with the parishes and negotiating past due assessment agreements if warranted.
- g) Supervise the operation of the 401(k) Retirement Plan and function as a Plan Administrator.
- h) Collaborate with the school system chief financial officers on school financial matters as needed and propose revision to the school financial policies, as necessary.
- i) Aid the assistant controller and the staff accountant in various duties including the accounting for the Catholic Deposit and Loan Fund and Charitable Annuities.
- j) Complete various projects and reports as needed by the Bishop, Vicars, Chief Financial Officer, and the Superintendent of Schools (e.g., annual priest salary scale, annual teacher salary scale).

- k) Aid and function as a backup to the Controller in approving ACH/wire transfers and approving accounts payable memos.
- l) Participate in ad hoc strategic committees as required.
- m) Investigate cases of Financial Misconduct reported through the diocesan web site or through other mediums of communication.
- n) Aid in the operation of the Pennsylvania Unemployment Compensation program for our Catholic entities.
- o) Aid the Network Administrator in the rollout of the PDS Ministry Platform Census and contribution project currently underway for our parishes.
- p) Assist in the approval of fund-raising activities if required.

III. INTERFACE:

Internal: Bishop, Vicars, Diocesan staff

External: Pastors, parish and school administrators, business individuals, and others as needed.

IV. QUALIFICATIONS:

Education: BS in Accounting or Finance, CPA preferred.

Experience: Minimum of five years of non-profit accounting with auditing background.

V. COMPETENCIES:

The ability to conduct financial evaluations and formal accounting audits as required. The ability to act as a debt collector (i.e., tactful negotiation skills) is also required. Strong interpersonal skills in dealing with personnel with various skill sets. IT implementation background a plus.

VI. POSITION DIMENSIONS:

Number of employees supervised directly: No direct employees supervised.

Approved by:	
Date approved:	
Reviewed:	