

Director of Finance for Gesu Church and School

Job Description

Job Summary

The Director of Finance is a salaried, full-time (with benefits) management position reporting to the pastor that oversees all financial aspects of the organization (church and school, as well as the other assets on the Gesu campus) and drives the organization's financial strategy and planning. The incumbent will be responsible for assessing the financial performance of the organization as well as risk management, managing investments/endowments/savings and human resource management.

The Director of Finance should be a reliable professional with broad knowledge of all accounting, financial and business principles. The individual should be a strategic thinker and effective leader who can help steer the organization to long-term success through sound, practical and strategic financial management. The incumbent should be mission-minded and be proactive in terms of doing what is necessary financially to advance the mission of Gesu Church and School.

Responsibilities

- Drive the financial planning of the organization by analyzing its performance and risks
- Retain constant awareness of the organization's financial position and act strategically to meet challenges
- Oversee all audit and internal control operations
- Manage all aspects of payroll processing including the annual confirmation of W2 totals
- Manage all aspects of accounts payable; getting approval, paying bills, annual processing of 1099's
- Manage all aspects of accounts receivable; processing contributions and school receipts
- Manage and prepare budgets; prepare a yearly budget in consultation with the pastor, director of operations, principal, and parish finance council
- Manage all accounting in Sage Intacct, ensuring that all entries are booked appropriately for the purpose of good reporting so that Gesu can accurately tell its financial story
- Prepare timely and detailed reports as needed on the financial performance of the parish and school for stakeholders and external entities that may require them
- Conduct analyses to make forecasts and report to parish and school leadership
- Ensure adherence to financial laws and guidelines
- Prepare and interpret reports, budgets, accounts, commentaries and financial statements
- Undertake strategic analysis and assist with strategic planning
- Produce long-term business plans
- Undertake research into pricing, competitors and factors affecting performance
- Control income, cash flow and expenditure
- Manage all aspects of the delivery of employee compensation and benefits, annually prepare 1095 forms
- Onboard new employees, ensuring all required paperwork is completed for the employee's file and all information related to payroll processing is completed
- Develop and manage financial systems/models
- Carry out business modelling and risk assessments
- Work with director of operations to assist in planning capital projects and managing capital expenditures
- Serve with the pastor on the parish finance council to discuss and make decisions on all financial matters including budget, the overall parish and school financial condition, and the condition of the physical assets of the parish and school
- Work with the pastor and director of operations regarding the financial management of Gesu facilities, including leasing and/or sale of property
- Manage all banking activities, ensuring timely deposits and bank reconciliations
- Manage and distribute cash for all Gesu petty cash accounts

- Manage requests for reimbursement, including the creation of an appropriate system for making such requests and obtaining receipts from all requestors (staff, commission heads, parishioners, school parents and volunteers)
- Work with the director of operations to manage all aspects of insurance and risk management for the organization
- Manage the organization's finance-IT systems and ensure that the systems and software are working effectively and efficiently for the organization
- Represent Gesu in all financial matters with the Archdiocese and the Jesuit Province, including attending offsite finance meetings
- Work when necessary, including occasional weekends and evenings

Required Knowledge, Skills and Abilities

- Demonstrate the ability to communicate information clearly and effectively to staff and stakeholders.
- Exhibit professional, friendly, courteous behavior with staff and stakeholders.
- Possess knowledge of software normally used in an office setting and computer skills adequate to perform the tasks associated with the job, as well as an ability to learn new technologies as necessary.
- Have good organizational skills and be detail-oriented.
- Be capable of multitasking, thinking creatively, and working with a sense of mission in order to do the work of the parish and school.
- Demonstrate the ability to translate financial concepts to (and effectively collaborate with) staff and stakeholders who do not have backgrounds in finance.
- Function effectively in a team-centered work environment.
- Possess good emotional intelligence skills for human resources issues.
- Maintain confidentiality of all information obtained during the performance of duties. Use appropriate discretion when sharing confidential information. Demonstrate proper integrity, decorum and professionalism at all times in order to present Gesu Church and School in a positive manner.

Required Qualifications

- Dedication to the mission of Gesu Catholic Church and School
- Two years of corporate experience working in a financial management capacity
- In-depth knowledge of corporate finance and accounting principles, laws and best practices
- Solid knowledge of financial analysis and forecasting
- BBA or BS/BA in accounting, finance or relevant field
- An analytical mind with an ability to think and act strategically
- Excellent organizational and leadership skills
- Outstanding communication and interpersonal abilities
- Superior customer-service skills and mindset
- Proficient in the use of Microsoft Office and financial management software (Sage Intacct)
- Excellent written and oral communication skills

Preferred Qualifications

- Three years of proven experience as director of finance or similar role in a nonprofit organization
- MBA from an accredited institution
- CPA or other relevant qualification

To Apply

Please send a resume and cover letter to James Hart, Director of Operations at hart.j@gesudetroit.org.