



Diocese of Sacramento Job Description

Parish	Saint John Vianney	Position Status	Full-Time
Position	Finance Specialist	Schedule	30 Hours/Week
Category	Non-Exempt	Pay Rate	\$26.00 an Hour

Supervisor: Pastoral & Operations Manager (POM)

Job Summary:

The Finance Specialist serves as the parish's primary financial resource, overseeing the day-to-day administration of accounting operations, budgeting, financial reporting, internal controls, payroll coordination, purchasing, and the responsible stewardship of parish resources. Working collaboratively with the Pastor, Pastoral & Operations Manager, Finance Council, School leadership, and Diocesan offices, the Finance Specialist ensures compliance with diocesan policies, promotes sound financial practices, and provides accurate, timely financial information to support effective decision-making.

This position supports long-term financial planning, facilities and asset management, vendor relationships, risk management, fundraising activities, and capital improvement initiatives. The Finance Specialist plays a key role in safeguarding parish assets, strengthening operational processes, and advancing the mission of the parish through accountability, transparency, and faithful stewardship.

Essential Functions:

1. Relationship with the Pastor, Staff and Parish Community
 - Maintain professional, transparent, and consistent communication with POM regarding financial operations, facilities, and administrative matters.
 - Collaborate with parish staff, ministries, school leadership, and volunteers to support effective parish operations.
 - Provide timely financial and operational updates to the Pastor and POM to support informed decision-making.



2. Financial Management & Accounting (Core Priority)

- Oversee all parish financial operations, including accounting, budgeting, reporting, and internal controls.
- Establish and maintain effective financial procedures to safeguard parish assets and promote responsible stewardship.
- Prepare, administer, and monitor the annual parish budget in collaboration with the Pastor and Finance Council.
- Provide regular financial reports, including budget-to-actual analysis, cash flow updates, and financial summaries for parish leadership and diocesan review.
- Oversee general ledger functions, accounts payable, accounts receivable, ADP payroll administration, and bank reconciliations.
- Serve as the primary liaison with diocesan finance offices regarding timely and accurate approvals, reporting requirements, audits, and compliance matters.
- Coordinate parish financial audits by:
 - Preparing required documentation and records
 - Working directly with diocesan auditors
 - Implementing audit recommendations and corrective actions
- Ensure compliance with diocesan policies, applicable tax regulations, and financial best practices.
- Oversee collection processes, donations, restricted funds, reimbursements, and financial recordkeeping, including:
 - Processing and issuing parish checks
 - Coordinating weekly Sunday collection counting procedures with designated counters
 - Ensuring accurate preparation of collection summaries and deposit documentation
 - Maintaining organized financial files and records for parish reporting
 - Providing weekly collection documentation to the accounting team for processing
 - Issuing annual donor contribution statements
 - Ensuring all parish donations are accurately recorded in ParishSoft
- Handle purchasing procedures and approval processes, including:
 - Monitoring parish credit card usage
 - Ensuring purchase requests are properly authorized by the Pastor prior to use
 - Verifying receipts and supporting documentation are attached to all transactions



- Maintain and refresh fiscal year financial files and records.
3. Parish Operational Leadership
 - Collaborate with the Pastor and School Principal to ensure alignment in financial planning, staffing needs, facilities priorities, and parish goals.
 - Provide financial guidance and recommendations to support parish decision-making.
 - Assist with long-term planning, resource allocation, capital projects, and operational improvements.
 4. Facilities, Contracts & Risk Management
 - Oversee parish facility operations and maintenance in collaboration with the Pastoral & Operations Manager, maintenance personnel, vendors, and contractors.
 - Record vendor relationships, service agreements, and contracts.
 - Track parish facility-use agreements and event contracts, including weddings, funerals, quinceañeras, receptions, and major parish events.
 - Ensure compliance with diocesan safety standards, insurance requirements, and risk management policies.
 - Coordinate property, liability, and workers' compensation insurance matters.
 - Document safety inspections and incident reporting.
 5. Administrative, Stewardship & Parish Support
 - Attend and support Finance Council meetings and other parish leadership meetings as needed.
 - Assist with stewardship initiatives, fundraising efforts, and financial planning for parish programs.
 - Support the mission and ministries of the parish through responsible administration and faithful stewardship.
 - Participate in parish life and promote a culture of service, accountability, and collaboration.
 6. Perform other duties and responsibilities as assigned by the Pastor and POM.



Minimum Qualifications:

Education: Bachelor's degree in Accounting, Finance, Business, or related field preferred

Experience: Relevant professional experience in accounting, finance, or business management required
Significant experience may be considered in lieu of a degree for highly qualified candidates

Technical Skills (Highly Important):

- Strong proficiency in accounting principles and financial management
- Experience with:
 - Budgeting and financial analysis
 - Internal controls and audit processes
 - Financial reporting
- **Proficiency in QuickBooks (Desktop and/or Online) required**
- Strong working knowledge of Microsoft Excel and financial systems

Professional Competencies:

- Experience working with **audits, auditors, and compliance processes**
- Ability to collaborate with **CPAs, accountants, and finance offices**
- Excellent analytical, organizational, and problem-solving skills
- Excellent written and verbal communication skills
- Ability to lead, collaborate, and work across multiple stakeholders
- Strong financial and accounting expertise
- Proven ability to manage audits and compliance
- Effective collaboration with both **Pastor and School Principal**
- Leadership across multiple functional areas

Personal & Ministry Qualifications:

- Practicing Catholic* with knowledge and understanding of the Catholic Church in general
- Ability to integrate Catholic values into administrative and operational decisions
- High level of integrity, discretion, and ability to maintain strict confidentiality
- Ability to work effectively with clergy, school leadership, staff, and parishioners
- Able to work in a team-oriented environment, maintain professional, respectful and gospel-oriented personal relationships.
- Punctual



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Additional Requirements:

- Completion of diocesan background check and safe environment training
- Ability to manage multiple priorities in a dynamic environment
- Commitment to ongoing professional and faith development

Employee Signature

Date

Supervisor Signature

Date

*Practicing Catholic: someone who strives to live according to and stands for the teachings of the Catholic Church reflected in the Catechism of the Catholic Church.