

**ST. ROSE OF LIMA CATHOLIC CHURCH
POSITION ANNOUNCEMENT**

Director of Parish Finance

St. Rose of Lima Church, located in Murfreesboro, TN, is a growing parish with a talented and energetic staff serving approximately 1,800 families. We are seeking a Director of Parish Finance. This position is full-time with a regular schedule, working 37 1/2 hours per week, with occasional evening meetings.

The role of this position is to serve as a member of the pastoral team responsible for completing and overseeing all accounting and financial functions of the daily, monthly, and annual operations of the parish. Additionally, the Director of Parish Finance is responsible for and aids with administrative duties.

Primary functions are to oversee the general ledger for the parish; prepare and review journal entries; prepare annual budget and all required financial reporting; maintain vendor files; oversee contracts; maintain inventory of office and Mass supplies; process annual contribution statements and 1099s; and participate in staff, parish council, and diocesan meetings as needed.

QUALIFICATIONS

1. High School diploma or equivalent
2. Bachelor's Degree in Business, Finance or Accounting preferred
3. 3-5 years of bookkeeping experience
4. Prior experience working in a parish/diocese, government, or non-profit helpful

OTHER SKILLS REQUIRED

1. Ability to maintain confidentiality
2. Knowledge of Diocesan norms and Canon Law fiscal policies helpful
3. Excellent interpersonal skills for interacting with pastor, staff, volunteers, and parishioners
4. Self-motivated, trustworthy steward of parish resources
5. Ability to multi-task, prioritize, and organize while performing accurate, detailed work
6. Ability to manage details and files related to all aspects of parish finance.
7. Prefer candidate with experience using Parish Data Systems
8. Successful completion of parish Safe Environment program
9. Typing/keyboard skills of at least 50 wpm
10. Proficiency in the use of computers including internet, email, and Microsoft Office products.

Competitive salary based upon qualifications and experience with excellent benefits package. Please email resume with cover letter to Kim Smith at: ksmith@saintrose.org.

Posting date: May 3, 2013

Resumes will be accepted until the position is filled.