POSITION OPENING

FINANCE DIRECTOR

Location: Catholic Parishes of Sandusky, OH – Saints Peter and Paul Parish
Category: Finance Director
Terms: Full Time Employee
Experience: 1-3 Years
Education: Undergraduate Degree Preferred, but not required
Base Pay: Salary

The Catholic Parishes of Sandusky, Ohio is seeking a full-time Finance Director to manage and oversee the regular stewardship of the temporal (financial) affairs of Saints Peter and Paul Parish, as well as several higher-level accounting procedures for all of our parishes and cemeteries.

The ideal candidate is first and foremost a faithful and high-energy person who is passionate about the mission of Jesus Christ and practicing the Catholic faith. This position requires an individual who can exercise diligent oversight of all financial processes and information connected to the regular and extraordinary transaction of business between parishes, donors, vendors and banking institutions. Accuracy, efficiency, thoroughness, confidentiality, a professional demeanor and timeliness in service to the mission of the Church, the parish and the Catholic community are essential for success in this position.

Responsibilities include, but are not limited to, the daily processes of Accounts Receivable and Payable, as well as ensuring accuracy in reporting and reconciling accounts. This position also completes all payroll, benefits and human resource processes for The Catholic Parishes and Cemeteries of Sandusky. As the individual becomes more familiar and efficient with these responsibilities, this position will grow to encompass oversight of major projects and other administrative tasks, including supervising staff members. As such, the individual will work closely with the Pastor to ensure the continued administrative success of the parishes and cemeteries.
**Qualifications:** Must be a fully initiated Catholic in good standing. Possess excellent leadership, communication, organizational, administrative, financial and personnel management skills. The individual must be superior in his/her knowledge of general ledger accounting practices, financial reporting, and must be completely familiar with all aspects of the QuickBooks financial software. An advanced knowledge of Microsoft Office, particularly Word and Excel, will be needed. A working knowledge of standard human resource practices and Google Suite are also important to be successful in this position. While a Bachelor's Degree in business or finance will be helpful, this degree is not absolutely necessary.

**About the Employer:** The Catholic Parishes and Cemeteries of Sandusky consists of three parishes (Holy Angels; Saint Mary's; Saints Peter and Paul) and three cemeteries (Saint Mary, Saint Joseph and Calvary) on the shores of Lake Erie in north-central Ohio. Serving nearly 4,000 families, our dedicated team of priests, deacons and laity are focused on building cultures of prayer, healthy teamwork and active discipleship among staff and parishioners alike. Working in conjunction with Sandusky Central Catholic School (pre-K through grade 12), we're forging new, creative and fulfilling ways to share the Catholic faith with our parishioners and our community.

Interested candidates should email a cover letter, resume, salary requirement and list of at least 3 references to mhoyles@sanduskycatholic.org by 28 February 2022.