



St. John Nepomucene Catholic Church

Financial Controller

Full Time Employee

Benefits: Salary based on experience and ability; Medical, Dental & Life Insurance; Paid Time Off; Holy Days & Holidays; Retirement Savings Plan; Short-Term Disability;

St. John Parish has an immediate opening for a full time Controller. Qualifications include: Bachelor's degree in Accounting/Finance/Business or equal job experience necessary to have the skills necessary for job requirements.

Reports directly to the Pastor. Responsible for the day to day financial accounting and activity of the parish; Accounts Payable, Bank Accounts/Reconciliation, Payroll, General Ledger, etc. Prepares the yearly budget in collaboration with the Pastor and Finance Council. Oversees tabulation and deposit of offertory collections and other parochial income. Analyze revenue and expenditures to ensure budget is "on target." Prepares monthly financial statements and balance sheet. Assists employees with policies and procedures for health & benefit plans, PTO, and payroll procedures.

A person of faith, living a Catholic Sacramental and Moral life in conformity with the teaching of the Catholic Church. Individual should have a desire to aid the church in achieving its spiritual mission through their position as Controller. Should understand and be familiar with the Church Social Teaching on Economics, Work, and Wealth. Familiar with applicable Church Documents; *Laborem Exercens, Centesimus Annus, Gaudium et Spes.*

Possess the appropriate temperament for working in a faith based organization. Ability to see the bigger picture for the mission of the Church. Individual should have an active prayer/spiritual life. Participation in Retreat and Renewal Programs for their Faith, such as Christ Renews His Parish, Cursillo, ACTS or similar. Have an adult knowledge of Catholic Theology and Tradition appropriate for Church staff. A desire to accomplish and knowledge of the New Evangelization mission proclaimed by the Magisterium of the Church especially Blessed John Paul II and Benedict XVI.