



Parish of Christ the King Catholic Church

Job Title: Accounting Manager

The ministerial character of this position requires levels of virtue and decency that reflect conformity with Catholic teachings regarding faith and morality. In the same way, the person is required to observe diocesan and parochial norms and practices established to protect the integrity of children, youth, and people in vulnerable situations.

The Accounting Manager is charged with the responsibility for the accounting of all financial transactions pertaining to the operations of the various activities. Manage the assigned staff to effectively assign the tasks and processes which point the staff to meeting the Mission of the Parish.

Accounting Manager Job Description

- Maintain compliance with all company policies and procedures.
- Develop and maintain policy and procedures associated to the practices supporting the assigned departments and the Parish's financial transactions.
- Prepare financials comparing actuals to budget at least on a quarterly basis.
- Develop analytics and variance analysis of actuals compared to budget.
- Prepare annual budgets for the various business entities.
- Manage the critical aspects of the Parish businesses, cash flow, budgeting and financial reporting.
- Collaborate with the various business leaders, developing strategies and suggestions as how to financially manage their operations.
- Manage the assigned staff to ensure assigned tasks and processes leads the staff to meeting the Mission of the Parish.
- Provide direction and assist staff in their assigned roles to ensure tasks are completed in a timely manner.
- Resolution of external and internal conflicts.
- Perform related duties as assigned by Pastor or Director of Operation.

Accounting Manager Skills and Qualifications

- Conflict resolution both external and internally.
- Excellent verbal and written communication skills, including ability to effectively communicate with internal and external customers and vendors.
- Ability to provide financial statements associated with the business activities for each entity.
- Ability to collaborate with staff to ensure their operating needs are met in a timely and efficient manner.
- Proficient knowledge of Quick Books, Excel, Word and PowerPoint.
- Knowledge of cloud based systems and capable of developing interfaces between the various systems to ensure appropriate accounting of the transactions.
- Degree in business with an accounting major, with a minimum of 5 years of accounting and management experience.

Physical Requirements

Must be able to talk, listen and speak clearly in all aspects of the job, ability to sit for extended periods of time with some overtime and after evening work possible.

**Please submit your information to:
ctkhumanresources@christthekingcatholic.church**