



SISTERS OF ST. JOSEPH

OF ST. AUGUSTINE, FLORIDA

Founded in LePuy France * 1650

Established in Florida * 1866

Diocesan Congregation of St. Augustine, FL * 1899

Business and Financial Manager

Organization: Sisters of St. Joseph, St. Augustine, FL
Date Posted: April 3, 2019
Location: St. Augustine, Florida
Education Requirement: Bachelor's degree in Accounting or Finance (Masters degree or CPA, a plus)
Experience Requirement: At least 10 years of business, human resource, and financial management experience preferably with non-profit organizations.

Organization Description

The Sisters of St. Joseph of St. Augustine is a diocesan congregation of women religious who have been serving the Catholic Church of Florida since 1866. The organization is a 501(c)3 tax exempt, non-profit corporation. The congregation is actively involved in ministries throughout the state. The Sisters serve in diocesan leadership, school administration and instruction, parish liturgical and pastoral ministries, pastoral care to the sick, dying and bereaved. Sisters also serve as mental health counselors, therapists, and spiritual directors. The Spiritual Renewal Center provides space for prayer, reflection and retreats. The spiritual lives of many are enhanced through their creativity in architectural stained glass ministry, music and art.

Position Summary

As directed by the General Superior and the General Treasurer, the Business and Financial Manager will manage all financial and business operations of the Congregation. As a member of the senior management team, the Business and Financial Manager will work closely with the Council, the chair of the board of the congregation's retirement trust, auditors, and other business office service providers. The Manager will also supervise a part time bookkeeper.

Key Job Duties and Responsibilities:

Ongoing (daily, weekly, monthly, on demand)

Ensure that the finance office staff maintains systems in accordance with Generally Accepted Accounting Principles and monitor the use of all funds.
Ensure that internal control systems are in place and being followed adequately.
Continuously monitor processes for ways to streamline and improve efficiencies.
Periodically review budget results with the Treasurer, General Superior, and department managers.
Work with the members on any financial questions that arise.
Monitor services provided by third party regarding social security and other government programs for members.
Review sister/convent reports and follow up on any issues. Oversee monthly support checks process.
Coordinate with the Trust on support for retired Sisters.
Approve invoices up to a specified amount. Review and sign checks (when necessary).
Oversee bank and investment reconciliations.
Oversee the accounting for all receipts and disbursements.
Work with the development office to properly classify donations. Reconcile donations between the GL and the development database.
Oversee all month end closing activities including general ledger accounts and prepare/input adjusting entries.

Key Job Duties and Responsibilities:**Ongoing (daily, weekly, monthly, on demand) (con't)**

Prepare preparation of monthly financial statements and present to Council when requested. Review and analyze monthly financial results and provide recommendations.

Oversee the human resources function including development and enforcement of best practices, hirings, firings, disciplinary actions, evaluations, benefits management, salary/wages review, workers comp, and the employee handbook. Maintain human resource files.

Review payroll reports. As payroll backup person, process payroll at least twice yearly.

Oversee information technology service provider and related security areas.

Manage and monitor cash, investments, and other asset areas. Maintain banking relationships.

Oversee patrimony funds and travel fund.

Update and keep current the finance office documentation.

Oversee and sometimes do accounting for SSJ Ministries, Inc.

Work with the Chairperson of the Board of Trustees of the Trust on Trust financial matters as they relate to the Congregation.

Annual

Develop and maintain an annual operating and capital budget for the Congregation. Prepare budgets in alignment with the Congregation's strategic plan and long-term mission.

Oversee the database of the fleet of autos.

Review property and other insurance policies for coverage and cost and manage transition if deemed necessary.

Remain current on audit best practices, and state, federal, and local law regarding Congregation operations.

Ensure the filing of relevant tax returns. Oversee the filing of member tax returns.

Oversee audit preparation and audit process. Oversee preparation of members' tax returns. Oversee 1099 preparation.

Maintain financial records in office and archives according to the record retention schedule.

Required Knowledge and Skills:**Knowledge of:**

- Applicable local, state, and federal laws and regulations
- Financial accounting principles, practices, and procedures and GAAP
- Internal control systems and procedures
- Automated accounting systems, Excel and Word (knowledge of CYMA and Quickbooks, a plus)
- Efficient office procedures
- Human resource functions for a small organization

Ability to:

- Use computer operations and applications
- Maintain a high level of confidentiality and exercise sound judgement
- Shift priorities as departmental workload demands require. Multi-task.
- Learn and utilize new skills and information to improve job performance and efficiency
- Follow schedules, meet deadlines, and work with frequent interruptions
- Exercise tact and diplomacy relative to requests for information
- Prepare comprehensive and concise accounting, auditing, statistical, and narrative reports.
- Exercise independent action and judgement within established guidelines
- Organize and prioritize work, manage multiple tasks, and solve problems
- Formulate work plans, prepare materials, and articulate goals and action plans
- Be conversant with Congregation's mission, philosophy, goals, and policies

Other Qualifications:

- Required: Experience in training and supervising employees
- Required: Experience in establishing financial and internal controls
- Required: Experience with managed invested funds.

Salary:

- Commensurate upon experience.

Submit resumes to: Barbara Zielinski, CPA bzielinski@zielinskico.com
Zielinski & Associates, P.C.