

Diocese of Sacramento

JOB DESCRIPTION

DEPT: Catholic School Department
POSITION: Financial Services Coordinator for Catholic Schools
CATEGORY: Exempt
SCHEDULE: Full Time

Supervisor: Superintendent of Schools

Job Summary: To direct and facilitate those financial services that support the mission of the Catholic School Department at the local elementary and secondary schools of the diocese as prescribed by diocesan policies, procedures and practices; and to carry out other assigned general duties as needed to implement the Catholic philosophy, goals, and objectives of the Catholic School Department in the service of Catholic education in the Diocese of Sacramento.

Duties and Responsibilities:

- Serves as a resource person for the Catholic School Department, pastors, and principals with regard to all financial issues.
- Works with schools in budget development, implementation and reporting, and in strategic and long range planning.
- Works with the superintendent to develop feasibility studies.
- Conducts audits of annual school reports and performs operations reviews on a rotational and as needed basis.
- Receives and reviews schools' operating budgets, financial reports and maintains consolidated data bases of schools' financial information.
- Provides training and workshops for bookkeepers, board members and principals regarding internal controls, accounting/reporting and budgeting procedures.
- Provides workshops on financial related matters as needed.
- Assists schools in hiring school bookkeepers.
- Works with schools and the Curriculum Coordinator to implement and monitor schools' access to Title/Chapter funds.
- In association with the Superintendent, coordinates with the Diocesan Director of Finance, as school situations require, parish involvement and/or diocesan involvement or awareness.

Other Responsibilities: As Needed

- Contributes to the Catholic School Department Newsletter.
- Participates on the Diocesan School Board, the Diocesan Catholic Parent Council, and the Principals' Advisory Council.
- Assists with conflict resolution procedures when needed.
- Assists with New Principal and New Teacher Orientation.
- Establishes a schedule for school visitation.
- Serves on diocesan school committees as needed.

- All other duties as assigned by the Superintendent of Schools.

MINIMUM QUALIFICATIONS:

Education: CPA

Experience: Experience in small business finances. Experience in conducting audits. Experience in making presentations / giving workshops.

Skills/Knowledge: Expertise in group dynamics and human relations. Ability to organize, plan, think creatively and administer programs.

Working Conditions: Ordinary office hours are 8:30 a.m. to 4:30 p.m. Some evening work (Boards and committee meetings) is required. An occasional weekend event will be held throughout the year. Travel is required and occasional overnight stays are expected. A valid driver's license and access to a vehicle in generally good working condition is required. Appointment is ongoing with annual review.