

ST. THOMAS

ST. THOMAS THE APOSTLE CATHOLIC CHURCH

Outreach & Social Justice (OSJ) Financial Partner

(Part Time – 10 hours per week, ideally 5 hours on Tuesdays and Thursdays (negotiable))

This position is more than a job, it is a ministry!

Job Functions

OSJ Financial Management (~\$415,000 General Ledger Debits) (Shared with OSJ Director)

- Ensure financial processes which allow tracking, accountability, and transparency of OSJ financial information in accordance with Diocesan Financial Policies.
- Compile and publish annual report on OSJ finances.

OSJ Accounting

- Utilizing best accounting practices, perform all phases of accounting for the OSJ Office to ensure data are recorded and reconciled completely, accurately, and in a timely fashion.
- Maintain accounting records to the detail of specific sub-categories within OSJ ministries.
- Interface with local bank for the OSJ account. Make deposits, write checks, and reconcile bank statements.
- Reconcile OSJ diocesan deposit account activity.
- Prepare monthly OSJ financial reports down to the ministry level.
- Track and reconcile the OSJ internal budget accounts.
- Maintain OSJ financial history to assure accountability and transparency.

St. Thomas Business Office Interface

- Consult and collaborate weekly with St. Thomas Business Office on daily OSJ Financial activities.
- Provide St. Thomas Business Office with monthly and annual reports and reconciliations.
- Provide St. Thomas Business Office with information on parishioner donations to OSJ.

OSJ Correspondence

- Generate IRS acceptable thank you letters to all non-parishioners that make a donation to OSJ.
- Prepare thank you letters for all parishioner donations of \$200 or more.

Other OSJ Office Activity

- Be available and enthusiastically respond in a timely fashion to parishioners that contact the OSJ Office with various questions, comments, suggestions, etc.
- Respond to the needs of the ministry facilitators and volunteers (OSJ Ministry Support)
- Participate actively as time allows with the OSJ Director and OSJ Partner on activities related to: OSJ Office Vision & Direction

Desired Qualifications

- Strong accounting background with some experience. College accounting degree preferred. CPA preferred.
- Excellent interpersonal skills.
- Strong computer skills (Word, Excel)
- Resident of the greater Naperville area preferred.

Email Resumes to mryder@stapostle.org. Questions? Call Mike Ryder 630-355-8980 x121