

## JOB DESCRIPTION

### Diocese of Orange, Catholic Cemeteries

**Date Prepared:**

**Date Issued:**

**Date Revised:**

**Approved By:**

**Approved By:**

**POSITION TITLE:** Finance Manager

**FLSA STATUS:** Exempt

**DEPARTMENT:** Cemeteries Department

**REPORTS TO:** Director Of Cemeteries and Associate Director

**PAY RANGE:** \$75,000 - \$110,000 Annual Salary

**SUPERVISORY RESPONSIBILITY:** None

**INTERNAL/EXTERNAL CONTACTS:** Support Staff, Bishops, Pastors, Parish Priests, Visitors, Cemetery Families, Pastoral Center Staff and Vendors.

#### **POSITION SUMMARY:**

The Cemeteries Finance Manager is responsible for managing all financial aspects of the cemetery's operations, including budgeting, accounting, financial reporting, and analysis. The role requires ensuring compliance with all financial regulations and providing strategic financial guidance to support the cemetery's mission and goals.

Performs cemetery account analyzing and manages cemetery financial accounts. The cemetery Finance Manager ensures accuracy and integrity of all cemetery related financial data and provides insight and recommendations based on their analysis. Support informed decision-making and contributes to the overall financial health of Cemeteries Department.

#### **QUALIFICATIONS and EXPERIENCE**

**REQUIRED:** Two to five years cemetery accounting. Personal computer skills, including comprehensive knowledge of accounting package, spreadsheets and databases. Operation of Plot Box cemetery program is a plus. Two years of experience in PowerBI and expert knowledge in databases.

**DESIRED:** Knowledge of cemetery accounting and financial accounts. A bachelor's degree in finance, accounting, economics, business administration, or a related field. Experience with working in not-for-profit accounting. Two years cemetery audit processing experience, ideally with Netsuite, Plot Box.

**WORK ENVIRONMENT:** Personal computer, copiers, paper shredder, and computer scanner.

#### **ESSENTIAL FUNCTIONS:**

Primary duties and responsibilities include:

- ❖ Compliance and audit support, assist all cemetery locations in internal and external audits by providing requested financial information, supporting documentation, and explanations. Ensure compliance with cemeteries and accounting policies and procedures.
- ❖ Assist Cemetery Analyst and Planning Manager, Cemetery Program Specialist, and Associate Director during quarterly audits to assure NACHA/PCI Compliance.

- ❖ Ability to analyze financial data and make informed decisions.
- ❖ Accuracy in financial reporting and compliance.
- ❖ Capability to develop long-term financial strategies and goals.
- ❖ Familiarity with financial software and advanced Excel skills.
- ❖ Effective communication with team members, executives, and stakeholders.
- ❖ Review and follow up on a timely manner on all bank chargeback disputes.
- ❖ Account reconciliation, perform regular reconciliations of financial accounts, such as bank accounts, payment accounts, suspense accounts, refunds, cancellations, and general ledger. Identify discrepancies, investigate their causes, follow up, and make recommendations.
- ❖ Cemeteries month end reconciliation, identifies discrepancies, investigates, completes edits, and submits in a timely manner to accounting department.
- ❖ Review all GL payments, fulfillment for accuracy.
- ❖ Assure all agreements with 4% interest are enrolled in Pre Authorized Debit (PAD), identify non compliant agreements, send notifications, and make necessary edits to agreements per terms and conditions.
- ❖ Manage Pre Authorized Debit ACH withdrawal, prenote, notifications to managers, and followup with account holders, following NACHA compliance.
- ❖ Supervise A/R accounts, follow up, cancel contracts by ensuring financials accuracy.
- ❖ Prepare and file all State Tax for all cemetery locations to the appropriate government agencies.
- ❖ Assist managers with financial, accounting clarifications as needed.
- ❖ Ensure compliance with accounting standards and regulations.
- ❖ Monitor and control working capital components such as receivables, payables, and inventory.
- ❖ Check accounting work for completeness and accuracy within cemetery management system.
- ❖ Train new employees needed assistance with accounting procedures and accuracy.
- ❖ Implement internal controls and financial policies to safeguard assets and ensure compliance.
- ❖ Recommends, test, and provides input on reports needed from the system of records.
- ❖ Assist with troubleshooting contracts when financial impact occurs.
- ❖ Process improvements, identify areas for process improvements and enhance data accuracy and efficiency.
- ❖ Utilize financial systems software to extract and analyze data. Make recommendations on procedure enhancements and supervise implementation and accuracy.
- ❖ Works closely with Cemetery Program Specialist to compile By-Weekly commission reports, follows approval process, and submits to payroll in a timely manner.

- ❖ Experience in T-SQL and Power BI

NON-ESSENTIAL FUNCTIONS:

- ❖ Perform other work-related duties as assigned.