

# JOB OPENINGS AT ST. LEO PARISH - Scroll through active postings

## Finance Director

St Leo Parish in Tacoma is seeking a Finance Director to oversee the finance and business operations for the parish and St Leo Food Connection. If you are a finance and accounting professional with not-for-profit experience and a passion for social justice, we'd like to talk to you! St Leo Food Connection is a large food bank providing approximately 2 million meals each year throughout Pierce County and St Leo Parish supports programs serving our neighbors in the Tacoma Hilltop community.

The Finance Director has a key leadership role responsible for managing the financial and capital resources of the parish and its programs. In this role you will:

- Manage the bookkeepers, administration assistants, and volunteer resources by providing process oversight to ensure smooth day to day financial and business operations that follow established guidelines and internal control procedures in all areas including banking, payroll, contributions, and payables.
- Assure a financial bookkeeping system is maintained and reported in compliance with GAAP for all parish operations and programs for St Leo Parish, Sacred Heart Parish, and Food Connection.
- Review all contracts and ensure the organization remains in compliance with contract terms.
- Issue timely and accurate monthly financial statements and other required compliance reporting
- Manage the annual audits to optimal outcomes.
- Lead the preparation and timely submission of comprehensive annual parish and program budgets in coordination with the Pastor, Finance Council, and other stakeholders.
- Responsible for the campus based Human Resources function by ensuring compliance with personnel policies in coordination with the Pastor, serving as the payroll and benefit administrator, acting as the local resource for employee matters, and maintaining confidential employee records.
- Manage the relationship with the IT third party provider and provide effective strategic leadership and accountability for cybersecurity and data management.
- Ensure office equipment and technology meets the needs of the organization.
- Coordinate resources to ensure the proper maintenance and security of the parish buildings, equipment, and grounds.
- Serve as liaison to Archdiocesan Business, Finance, Accounting, Personnel, Payroll, and Insurance offices.
- Demonstrate a high degree of professional and effective collaboration skills while serving as staff liaison to multiple parish stakeholder groups including Food Connection Commission, Finance Council and Tahoma Center board.

### Qualifications

- Master's degree or equivalent experience in accounting / business administration and prior leadership experience at a director level or higher in a not-for-profit organization is preferred.
- Experienced in Quick Books, MS 365 (solid Excel), and Adobe Pro
- Strong ability to collaborate respectfully and effectively in an inclusive environment.
- Commitment to the mission of St Leo Parish and programs. Practicing Roman Catholic and some knowledge and practice of Ignatian spirituality is desirable.
- Fluency in Spanish is desired.

This is a full time, exempt position offering generous benefits including medical, dental, vision, life insurance, 403(b) and PTO. Apply: [Finance Director \(paycomonline.net\)](https://paycomonline.net)

*Any offered salary is determined based on internal equity, internal salary ranges, market data, applicant's skills and prior relevant experience, certain degrees and certifications.*

## Bookkeeper

St Leo Parish in Tacoma is seeking a Bookkeeper to support the day-to-day accounting responsibilities for the parish and St Leo Food Connection. If you are an accounting professional with a passion for social justice, we'd like to talk to you! St Leo Food Connection is a large food bank providing approximately 2 million meals each year throughout Pierce County and St Leo Parish supports programs serving our neighbors in the Tacoma Hilltop community.

The bookkeeper role is newly formed and will report to the St Leo Finance Director. In this role you will be responsible for:

- Maintaining complete and accurate accrual accounting records for the parish and programs in accordance with GAAP.
- Accurately tracking contributions and expenses to appropriate programs.
- Accurately, completely, and timely enter contributions into the donor database.
- Recording appropriate intercompany and affiliate receivables/payables.
- Creating invoices compliant with relevant contract terms and submitting timely for payment
- Reviewing payments received for contract services and ensuring completeness and accuracy by following up with agency for timely clarification as needed.
- Coordination and oversight of cash count activities
- Reconciling bank accounts monthly and reviews online banking activity on an interim basis as needed.
- Processing accounts payable online via Bill.com and reconciles to the accounting record.
- Acting as purchasing card program administrator and ensuring card activity is accurately reconciled to accounting system monthly.
- Processing new hire paperwork and setting up new hires in the payroll system.

### Qualifications

- Bachelor's degree and prior not for profit experience bookkeeping experienced preferred.
- Experienced in Quick Books, MS 365 (solid Excel), and Adobe Pro
- Ability to collaborate respectfully and effectively in an inclusive environment.

This is a full time, non-exempt position offering generous benefits including medical, dental, vision, life insurance, 403(b) and PTO. Apply: [Bookkeeper - Hourly \(paycomonline.net\)](https://paycomonline.net)

## Administrative Assistant

St Leo Parish is located in Tacoma's Hilltop community and committed to social justice by supporting programs serving the needs of our neighbors. One of our largest programs is St Leo's Food Connection which provides approximately 2 million meals each year through Pierce County. If you share our passion and want to join our team, we have an immediate opening for an Administrative Assistant to support the parish and business operations.

In alignment with the parish mission, the Administrative Assistant will:

- Provide broad administrative support functions including data entry, printing projects, calendar management, document compilation, record storage, inventory management, and mail distribution.
- Design and produce printed or electronic collateral such as worship aids, parish-wide publications, and other visual graphic materials.
- Support parish communications by preparing weekly bulletin, maintaining updated website content and graphics, and managing social media content, and distributing welcome packets.
- Act as the Safe Environment Program Coordinator in accordance with established guidelines.
- Assist the Social Hall Coordinator with event management.
- Support various groups with organizing and implementing annual fundraising events and campaigns.
- Orient new staff and volunteers to office processes and equipment.
- Troubleshoot minor technology issues with phones and other equipment, escalate appropriately as needed, then follow to ensure resolution.
- Record and publish minutes for staff meetings.

### Qualifications

- Minimum High School Diploma: associate or bachelor's degree preferred.
- Prior in-office administrative support experience required.
- Adept communicator on website and social media platforms
- Able to move easily between competing priorities.
- Uses good judgment by independently problem solving and asking for timely help when appropriate.
- Proficiency in Microsoft Office, the parishioner management database and any other hardware or software required to perform the duties of the position.
- Commitment to the mission of St Leo Parish and programs. Practicing Roman Catholic and some knowledge and practice of Ignatian spirituality is desirable.
- Fluency in Spanish is desired.

This is a full time, non-exempt position offering generous benefits including medical, dental, vision, life insurance, 403(b) and PTO. Apply: [Administrative Assistant \(paycomonline.net\)](https://paycomonline.net)