

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.