

OPERATIONS/FINANCE MANAGER (Full-Time, Exempt) – IMMACULATE HEART OF MARY

1040 Alameda de las Pulgas

Belmont CA 94002

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Immaculate Heart of Mary is a welcoming Catholic Community in Belmont in need of an Operations/Finance Manager. This position requires a Bachelor's degree in finance or accounting. Or 5 plus years business management experience. Please see the job description below for details.

OPERATIONS/FINANCE MANAGER

Operations/Facilities Fundamental Responsibilities

1. Create and oversee annual schedule of regular inspections and evaluations of the facilities, including preventative maintenance, refurbishment and renovations.
2. Manage and review service contracts to ensure facility management needs are being met.
3. Prepare and track operations/facility budget. To include maintenance and repair and forecasting annual expenses and purchases.
4. Assure security of the facility. Respond to facility and equipment alarms and system failures.
5. Provide prompt response to requests and issues from facility occupants.

Safety

1. Work with staff safety coordinator to ensure safety of the building from fire, flood and other hazards and provide a safety evacuation procedure for all workers.
2. Work with staff safety coordinator to provide quarterly safety meetings.

Financial Fundamental Responsibilities

1. Oversees financial operations, ensuring compliance with Archdiocesan policy and procedures. This includes, but is not limited to, bookkeeping, payables, receivables, bank reconciliations, and payroll functions for all Parish ministries and School organizations (including Preschool).
2. Monitors collection, counting, recording and depositing of all revenue from all the Parish and School revenue sources.

3. Works with outside accounting firm to prepare/administration of the annual budget for parish and school.
4. Responsible for timely and accurate financial reporting to the Pastor, Principal, Preschool Director, Finance Council, and the Archdiocese of San Francisco.
5. Ensures established internal accounting controls are followed to safeguard Parish and School assets and ensures the efficient stewardship of Parish and School resources.
6. Attend Parish Finance Meetings
7. Responsible for maintaining the integrity of Parish and School financial records. Oversees all internal controls. Prepares files for Archdiocesan audit.

Human Resource Employee Benefits Manager – Duties include but are not limited to:

1. Oversees ADP timekeeping system to ensure all employees report hours worked and are compensated in accordance with Archdiocesan payroll guidelines and California State Law.
2. Ensures all payroll changes are submitted to Office of Human Resources and/or Archdiocesan benefits administrator, Reta Trust, relating to new hires, open enrollment changes, salary increases, changes of address, and terminations for Parish and School employees.
3. Maintains all employee benefit programs (e.g., health insurance, long term disability, life insurance, 403B plan, flex spending, pension, etc.)

Job Requirements

- Bachelor's Degree in finance or accounting or 5 plus years business experience.
- Experience in maintenance and all facets of facility operations.
- Excellent verbal/written communication and organization skills.
- Proficiency in WORD, EXCEL and PUBLISHER software and other Microsoft applications.
- Proficiency in QuickBooks and Google Suite
- Supervisory experience