



**Position Title:** Finance and Operations Manager

**Reports To:** Rev. Thomas Mahoney, Pastor

**Location:** New Roads Catholic Community—St. Joseph & St. Luke Parishes, Belmont, MA

**Type:** Full-time; primarily on-site in Belmont, MA; benefit-eligible

**To Apply:** Email resumé and cover letter to [jobs@newroadscatholic.org](mailto:jobs@newroadscatholic.org)

**Position Overview:**

The Finance and Operations Manager is responsible for overseeing and managing the financial and operational aspects of the Collaborative. This includes maintaining financial records, managing budgets, processing payroll, coordinating day-to-day office operations, and ensuring the overall efficiency of church activities. This role requires someone who is both organized and financially adept while maintaining a heart for the mission and values of the Collaborative.

**Key Responsibilities:**

**Financial Management:**

1. **Budget Management:** Work with the Pastor and the respective Finance Councils to prepare and monitor each church's annual budget, ensuring alignment with church goals and financial health.
2. **Financial Reporting:** Prepare monthly and annual financial reports, including income statements, balance sheets, and budget variances for Pastor and Finance Council review. Post updated financial statements quarterly to the Collaborative website.
3. **Accounting & Bookkeeping:** Oversee all financial transactions, including accounts payable and receivable, collections and bank deposits, and maintain accurate financial records.
4. **Payroll & Benefits:** Ensure timely processing of payroll and benefits for staff, ensuring compliance with tax and legal requirements.
5. **Donor Management:** Manage the church's donor database, track contributions, and ensure the proper acknowledgment of donations, including tax receipts.
6. **Audits & Compliance:** Assist RCAB with audits and ensure adherence to financial policies, procedures, and regulatory requirements as promulgated by RCAB.

**Operations Management:**

1. **Facilities Management:** Oversee each church's property and facilities, including internal and external maintenance, cleanliness, necessary repairs, alarm systems, and third-party inspections, while managing relationships with lessees and external vendors.
2. **Office Administration:** Ensure the efficient operation of the Collaborative office, including supply management and communication systems.
3. **Event Coordination:** Support the planning and execution of events, programs, and services, ensuring that operations run smoothly.
4. **Technology Oversight:** Manage the Collaborative software, including financial, database, and office tools, ensuring they are up to date and functioning properly.
5. **Staff Supervision:** Manage or coordinate the activities of administrative support staff, ensuring that workflows are efficient and goals are met.

### **Leadership & Strategy:**

1. **Collaboration:** Work closely with church leadership, ministry leaders, and committees to align financial and operational decisions with the Collaborative's overall vision and mission.
2. **Financial Planning:** Provide guidance and expertise in financial decision-making to the Pastor and Finance Councils, helping plan for future growth and ministry opportunities.
3. **Training:** Provide training and guidance to appropriate church staff and volunteers on financial systems, policies, and operations.

### **Qualifications:**

- Bachelor's degree in Accounting, Finance, Business Administration, or related field (preferred).
- Minimum of 3 years-experience in finance and operations, ideally in a nonprofit or church setting.
- Strong proficiency in accounting software (Sage Intacct), Microsoft Office Suite (Excel, Word, Outlook) and Google Suite
- Excellent organizational skills with the ability to manage multiple tasks and deadlines.
- High attention to detail and accuracy in financial reporting.
- Knowledge of nonprofit financial regulations and tax laws.
- Strong interpersonal skills, with the ability to work well with staff, volunteers, and church members.

- A commitment to the Collaborative's mission and values.

**Personal Characteristics:**

- Enthusiasm for the mission and vision of New Roads.
- Commitment to growth in your own relationship with Jesus Christ.
- Willingness to support the mission of the Catholic Church.
- Integrity, confidentiality, and a high level of professionalism.
- Excellent communication skills – both written and verbal.
- Problem-solving mindset with the ability to adapt in a dynamic, faith-driven environment.

**Working Conditions:**

- Office-based with Sunday as a regular work day and some flexibility for remote work.
- Occasional evenings or weekends may be required for church events or meetings.