

Finance Manager Ad
(8/20/2019)

Gesu Parish, a Jesuit-sponsored Catholic community located within the central city of Milwaukee on the Marquette University campus, is seeking to add an energetic financial professional to our pastoral staff. In a team setting, this individual will help develop budgets and long-term strategies, lead and manage cash flow, monitor accounts, prepare financial reports and oversee investments.

Responsibilities include:

- Lead and help manage budgets in a collaborative environment
- Record and manage all transactions in QuickBooks
- Prepare and audit monthly, quarterly, annual ad hoc operating reports
- Prepare bank and other account reconciliations
- Review allocation of costs
- Track activities of fund accounts
- Manage receipt and deposit processes
- Track receivables and billings
- Generate and distribute statements
- Protect operations by keeping individual and financial information confidential
- Manage the Parish Database System (PDS)

Qualifications:

- Proven experience as a Financial Manager
- Bachelor's Degree in Accounting or relevant experience
- Three to five years of Accounting experience
- Non-profit / fund accounting and parish experience preferred
- Solid understanding of financial processes and procedures
- Proficiency in MS Office Suite, with advanced working knowledge of Excel
- Proficient user of finance software
- Strong interpersonal, communication and presentation skills in a team environment
- Talent to develop relationships in a diverse environment
- Ability to solve problems in a team enhancing collegial setting
- Working knowledge of applied institutional accounting standards
- Practical understanding of the Archdiocese of Milwaukee Financial Management Manual a plus
- Professional qualifications such as CPA or similar will be considered a plus

To apply please email cover letter and resume to John O'Brien at john.f.obrien@marquette.edu