

Accounting Manager | Our Lady of Lourdes Catholic Parish

Are you ready to bring your professional talents and Catholic faith together to make a difference in the Church? We are seeking an Accounting Manager to serve Our Lady of Lourdes and St. Louis parishes. You will be part of a team where our Catholic faith is celebrated and integrated into the workplace, and you will play an important role in advancing the mission of the Church.

Position Summary

The Accounting Manager is responsible for the accounting and payroll operations of the parishes and our school. This role ensures accurate financial reporting, compliance with Archdiocesan policies, and stewardship of parish resources in alignment with the mission and values of the Catholic Church. Reporting to the Director of Operations, the Accounting Manager supports the Pastor, Principals, and Finance Council in sound financial decision-making. The Accounting Manager supervises the Financial Analyst and interacts regularly with Archdiocese personnel, school and parish leadership, and staff. S/he is someone who has a “can do” attitude and is generous, personable, and candid.

Responsibilities

Financial Management & Reporting

- Maintain the general ledger, ensuring accurate and timely recording of all financial transactions
- Reconcile bank accounts, gift card inventory, contributions, accounts payable, receivable, and other accounts.
- Prepare monthly, quarterly, and annual financial statements for parish and school leadership.
- Assists the Director of Operations in developing and monitoring operating budgets in collaboration with the Pastor, Principals, and ministry leaders.

Payroll & Benefits

- Process biweekly payroll and serve as primary HR and payroll contact for employees.
- Ensure compliance with federal and state regulations and Archdiocesan compensation structures and benefits.
- Administer employee benefits in coordination with diocesan guidelines.
- Coordinates with school and ministry staff to ensure compliance with Archdiocese Safe Environment requirements.
- Provide financial modeling for payroll forecast and staffing decisions.

Accounts Payable & Receivable

- Supervise accounts payable and ensure timely vendor payments.
- Supervise tuition billing, financial aid reconciliation, collections, and parish receivables
- Monitor cash flow and parish liquidity.

Internal Controls & Archdiocesan Compliance

- Maintain strong internal controls, particularly around tuition, cash handling, and payroll.
- Ensure compliance with Archdiocesan policies and reporting deadlines.
- Coordinate biannual internal audit.

Stewardship & Donor Reporting

- Supervise contribution tracking and donor database administration.
- Supervise preparation of annual giving statements and stewardship reports.
- Support parish fundraising efforts with financial tracking and reporting.

Qualifications

- Bachelor's degree in accounting, finance, or related field.
- 3–5+ years of accounting experience; nonprofit or church experience preferred.
- Strong knowledge of accounting principles and financial reporting.
- Computer literacy, including experience with basic accounting systems.
- High level of integrity, confidentiality, and attention to detail.
- Excellent time-management skills; able to manage multiple projects and prioritize responsibilities.
- Thrives in a small team environment; collaborates with others at all levels of the organization.
- Refrains from promotion of, or the living out of, any conduct or lifestyle that would reflect discredit or disgrace on, or cause scandal in relationship to, Our Lady of Lourdes, or considered to be in contradiction with Catholic doctrine or morals.

Preferred Qualifications

- Familiarity with diocesan financial policies and parish operations.
- Familiarity with payroll processing.
- Experience in school finance, including tuition management systems.
- Practicing Catholic strongly preferred.

Work Environment & Expectations

- Ability to maintain confidentiality with sensitive financial and personnel information.
- Occasional evening meetings (e.g., Finance Council).
- Commitment to supporting the mission of the Catholic Church.

Compensation & benefits

Benefits include generous paid time off (22 PTO days; ~17 paid federal and Church holidays); comprehensive medical, dental, vision and prescription coverage; retirement plan; tuition discount at our school.

How to apply

Send a resume to humanresources@lourdesdenver.org.