Position Title: Administrative Finance Coordinator
Status: Full time-non-exempt
Purpose: To support Finance Department
Reports To: Chief Financial Officer

Position Responsibilities:

Coordinate and schedule meetings, okay CFO calendar, update finance department publications, support with insurance renewals and certificates of insurance, billing responsibilities for pension Insurances and investments, manage mail, coordinate the implementation of policy changes for the ADSF website (Insurance annually, Parish and School Financial Policy Manual), Generate and distribute all 50lc3 paperwork to Parishes and Entities, organize and support Finance-related meetings.

Required Skills:

• Good communication skills; ability to deal with a wide range of constituents
• Self-directed; ability to organize work in order of timeliness
• Working knowledge of Microsoft Office (Power Point, Excel and MS Word)
• Knowledge of financial and investment terminology
• Working knowledge of bookkeeping concepts
• Facility with English; good writing skills

Educational Requirements:

The Finance Coordinator should have a B.A. or B.S. in a field which relates to detailed analysis and critical thinking, and experience in fields such as accounting or finance. The position requires that the holder be a practicing Catholic in good standing with knowledge of the Church, its workings, and organization.

*All employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories.

Please submit cover letter, resume and a completed application to Christine Escobar, Human Resources Manager at the Archdiocese of San Francisco, One Peter Yorke Way, San Francisco, CA 94109