

**Convent Academy of the Incarnate Word
Corpus Christi, TX 78413
361-882-5413**

Job Title: Treasurer October, 2016

FSLA Status: Exempt

Category: Regular Full-Time Employee

Reports to: Leadership Team of the Sisters of the Incarnate Word and Blessed Sacrament.

Send Resume to: Finance Office, 5201 Lipes Blvd, Corpus Christi TX 78413-5501
breyes@iwbscc.org

OVERVIEW: Responsible for the office of the Treasurer General of the Sisters of the Incarnate Word and Blessed Sacrament in Corpus Christi, Texas, whose corporate title is Convent Academy of the Incarnate Word. Special emphasis is given to working with the Congregational Leadership to insure that the use of financial resources expresses the priorities to which the Congregation is committed.

BASIC EXPECTATIONS:

- Has a knowledge of or is willing to learn about the Sisters of Incarnate Word and Blessed Sacrament (IWBS), their mission and their way of life
- Minimum of a Bachelor's Degree in Accounting, Business Administration, Financial Management, Economics or related field (Relevant Experience may be substituted for education requirement)
- Experience working in an accounting environment
- Maintains strict confidentiality
- Follows policies and procedures as stated in the Constitution and Directory of the Sisters of the Incarnate Word and Blessed Sacrament
- Participates in leadership team meetings as requested and volunteers for committees as needed
- Has knowledge and proficiency in Microsoft Office Suite and some accounting software preferably QuickBooks
- Communicates clearly and concisely in written and oral form
- Lives in or can commute daily to Corpus Christi, Texas

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

1) Financial & Accounting

- a) Serves as Corporate Treasurer of Convent Academy of the Incarnate Word, Inc.
- b) Oversees all financial administration activities of the congregation according to GAAP
- c) Monitors investments, loans, assessments and VISA Charges; and supervises Banking accounting
- d) Meets regularly with the Professional Investment Managers
- e) Supervises the sending of quarterly reports from local treasurers to the General

Administration

- f) Maintains all accounts receivable and accounts payable, including the monthly payroll
- g) Reconciles all bank and investment accounts on a monthly basis
- h) Ensures deposits of federal taxes monthly and files 941 report quarterly
- i) Is responsible for W-2's and 1099's by January 31
- j) Is responsible for 1095s by January 31 of the Congregation and its ministries (Affordable Care Act Requirement)

2) **Policy**

- a) Reviews financial policies and practices as they are carried out in the IWBS Community to insure an approach to the use of monetary and material resources with an understanding of the norms of the ecclesial common law.
- b) Communicates financial policies and programs through general and personal letters, through attendance at meetings, and through personal conversation

3) **Coordination**

- a) Oversees matters relating to the management of finances, properties, or any other material assets of the Congregation in accord with civil and ecclesial law
- b) Develops and works with advisory committees, if needed
- c) Represents the Congregation as liaison person in areas of finance with other religious organizations or other outside agencies
- d) Insures that monies donated/bequeathed for specific purposes are used for that purpose.
- e) Serves as point of contact for IT service provider.

4) **Planning**

- a) Prepares annual objectives and budgets. Obtains approval of the Leadership Team.
- b) Studies and evaluates current trends and facilitates the projected use of financial resources in accordance with the priorities to which the Congregation is committed

5) **Supervision**

- a) Meets regularly with the Leadership Team to keep informed and receive direction
- b) Works closely with and supervises work of the Treasurer's Assistant(s) who deposits, reconciles bank statements, prepares monthly reports, and compiles information for Workers Compensation payroll audit.

6) **Outside Activities**

- a) Participates in community, local and national organizations.

7) **Other**

- a) Assists new members of the Congregation for decisions regarding their personal finances prior to Reception or Profession.
- b) Helps Sisters review their wills.
- c) Assists Sisters nearing the age of 65 to apply for Medicare

8) **Salary** range between \$45,000 - \$55,000. Negotiable and commensurate with experience.