



JOB DESCRIPTION

Position Title

Finance Assistant

Status: Part/Full-Time

Department: Finance Office

Reports To: Director of Finance

Position Summary

The Holy Family Cathedral Finance Assistant supports the parish and school financial operations by maintaining accurate records, processing transactions, and assisting with budgeting and financial reporting. The role helps ensure that church funds are handled responsibly, transparently, and in accordance with established practices.

Essential Responsibilities

- Record and reconcile credit card transactions.
- Process invoices, payments, reimbursements, and purchase requests.
- Track donations, offerings, and grants; prepare deposits and acknowledgements as needed.
- Support payroll and employee or clergy expenses administration, where applicable.
- Handle confidential financial information with discretion.
- Respond to routine questions from staff, ministry leaders, parishioners, and vendors.
- Follow church financial controls, diocesan requirements, and applicable laws.

Qualifications

Required

- Bookkeeping or accounting; nonprofit experience is an asset.
- Comfort with accounting software and spreadsheets.
- Strong attention to detail, organization, and communication skills.
- Integrity and discretion when handling confidential information.

Key Attributes

- A Catholic in good standing with the Catholic Church.
- A missionary disciple dedicated to the Proclamation of the Gospel.
- A servant-leader willing to serve others through fidelity and excellence.

Physical Requirements and Work Environment

The physical requirements described below are representative of those necessary to successfully perform the essential functions of this position.

Physical Demands

- Ability to sit for extended periods while performing administrative and computer-based tasks
- Ability to walk throughout parish and school facilities multiple times daily.
- Ability to occasionally bend, stoop, kneel, crouch, reach, and climb a step stool or short ladder to access office supplies or files.
- Ability to frequently use hands and fingers for keyboarding, writing, filing, and operating office equipment.

Vision and Hearing Requirements

- Sufficient visual acuity to read printed materials, computer screens, reports, correspondence, and electronic communications.
- Ability to accurately enter and review data and operate office equipment.
- Sufficient hearing ability to communicate effectively in person and by telephone and to respond appropriately to visitors, students, staff, and emergency situations.

Application Process

Interested candidates should submit:

- Cover Letter
- Resume
- Professional References

Please email application materials to:

Jenny Hausher, Assistant to the Rector

jhausher@tulsacathedral.com

Email submissions only