

## **MULTI-PARISH / SCHOOL ACCOUNTING AGREEMENT**

The Multi-Parish / School Accountant (MPSA) is a specialized accountant position dealing with day-to-day receipts, disbursements, and payroll for the school. This position is also an administrative one working with the principal, school staff, and finance council/committee in implementing best practices for internal controls, analysis of financial data, and coordination of financial guidelines and procedures of the Diocese of Beaumont as established in the Diocesan Temporalities Manual and other subsequent documents.

### **Multi-Parish/School Accountant (MPSA) will ...**

- Process and record all receipts, disbursements, special collections, diocesan assessments, and payroll for the location.
- Maintain working relationship with Parish/School and assist with training when needed.
- Maintain and monitor all bank accounts and Diocesan Deposit and Loan accounts
- Assist the Principal and Finance Council with preparing and monitoring the annual budget.
- Prepare/Review all monthly, quarterly, and annual financial reports for school and auxiliary organizations.
- Ensure that all end-of-month procedures are processed timely and submitted to the Accounting Firm by the established due date.
- Maintain all necessary files for accounts payable, vendors, payroll, timekeeping, etc. electronically.
- Coordinate annual inventory and self-grading report.
- Implement and/or follow all Diocesan procedures and guidelines.
- Provide analysis of all financial data to the Principal and Finance Council and be available to answer questions.
- Attend Finance Committee meetings.
- Maintain appropriate employee files (payroll, separate workers' comp, benefits, etc) as needed in digital format.

- Implement and maintain internal controls and best school practices for procedures, practices, and office set up and procedures as needed.
- Assist with all external or internal auditors.
- Alert Principal of potential problematic discrepancies.

### **School will ...**

- Provide all financial information to the MPSA to record into the financial system including all receipts, all invoices, and all donor information and FACTS tuition information. School will enter contributions into PDS Church office and provide a copy of the posting reports to the MPSA
- Allow MPSA to attend all Diocesan training workshops and diocesan staff meetings as called.
- Principal will coordinate an agreed upon time to meet with MPSA to review Accounts Payable weekly, Payroll bi-weekly, and financial reports monthly.
- Allow MPSA to follow diocesan established holidays/holy days/retreat days.
- Allow ample time for consultation with MPSA regarding recommendations on internal controls, implementation of policies, procedures, efficient office processes, etc.
- Ensure MPSA is not responsible for school secretarial/clerical duties including but not limited to answering telephones, maintaining sacramental records/materials, preparing correspondence; greeting guests, maintaining school facility rentals, etc.
- Maintain employee personnel files.

### **Diocese will ...**

- Provide a qualified accountant to fulfill the duties outlined in the agreement and job description of MPSA.
- Establish fair and just reimbursement rate for services provided by MPSA.
- Provide continued communication with principal and school staff.

- Provide a diocesan contact person to assist with interpretation of policies and procedures.
- Provide direction to MPSA in recommending effective internal controls.

I, \_\_\_\_\_, **Director**

I, \_\_\_\_\_, **Principal**

I, \_\_\_\_\_, **Vicar General**

**understand our roles and responsibilities for the school and the diocese as a whole and individually for**

\_\_\_\_\_ **(school name/city).**

**Date:** \_\_\_\_\_

c: Principal, Director, Diocesan CFO