

ST. JOSEPH CATHOLIC CHURCH, PLACENTIA

POSITION TITLE: Business Manager

DEPARTMENT: Senior Management

FLSA STATUS: Full-Time, Benefit Eligible

REPORTS TO: Pastor

SUPERVISORY RESPONSIBILITY: All Staff for areas of responsibility

PRIMARY PURPOSE: The Business Manager supports the Pastor's responsibilities to the parish by administering, with the Pastor's concurrence, all areas which involve financial matters and related business resources. The management of these responsibilities is to be conducted in a professional, ethical, confidential and organized manner, with a commitment to gospel values and the mission of St. Joseph Parish.

QUALIFICATIONS & EXPERIENCE:

REQUIRED:

- Bachelor's degree and a minimum of five years of experience in position with similar job duties and responsibilities preferred.
- At least 5 - 7 years of experience supervising employees in office setting.
- Ability to communicate effectively in oral and written form.
- Proficient with personal computers, word processing, Excel and data base management.

DESIRED:

- Knowledge of the Church program and the principles and teachings of the Catholic Faith.
- Project Management experience.
- Capital fundraising experience.

MINISTRY OF ADMINISTRATION

I. Senior Advisor to Pastor and Principal

- a. Advises Pastor and Principal confidentially on all business related matters including Finance, Budget, Human Resources, Facilities, Marketing and Communications, Stewardship and Fundraising, I.T., and other matters as assigned.
- b. Represents Parish and School as directed by Pastor and Principal at board meetings, Diocesan Meetings, seminars, conferences and other events.
- c. Oversees and manages upon direction Finance, Human Resource, Facilities, Communications, and Stewardship/Fundraising Efforts as directed by Pastor and Principal.

II. **Finance**

- a. Oversee the financial operations of the church and school as Chief Finance Officer.
- b. Secondary signor on all accounts. Does not write checks, but delegates check writing duties to Bookkeeping/Accounting Staff to maintain separation of powers.
- c. Oversee financial planning, budgeting, and capital projects. Advises Pastor and Principal on financial position on a regular basis and conducts budgeting and planning efforts in coordination with their plan/vision.
- d. Directs policy for internal controls. Ensures that both school and church are in compliance with all Federal, State, and Diocesan laws, rules, and regulations.
- e. Coordinates Annual, Quarterly, and Monthly reports. Reviews all reports prior to submission.
- f. Reports regularly consultative school board, and parish finance council.
- g. Supervises all finance related staff including church and school business managers, and any indirect reports that handle financial matters (receptionists, volunteers, etc...).
- h. Acts in an advisory capacity for all fundraisers and directs work through church and school business managers who are liaisons for all fundraising efforts.
- i. Coordinates the annual Pastoral Services Appeal, Capital Campaigns, Stewardship Renewal, and any other formal offertory appeals.

III. **Human Resources**

- a. Oversee Human Resources management including but not limited to:
 - i. New Hire Process Facilitation
 - ii. Termination Process Facilitation
 - iii. Personnel File Management
 - iv. Human Resource Relations Representative
 1. Witness of Record for Personnel Matters
 - v. Payroll Management

IV. **Facilities**

- a. Directly Supervise Plant Manager
- b. Direct Maintenance Schedules for regular maintenance needs
- c. Coordinate all routine, budget approved maintenance projects.
- d. Coordinate all capital improvement projects.
- e. Act as a liaison to the Diocesan Construction and Real Estate Offices.

V. **Communications**

- a. Oversee and coordinate all communication efforts for Church. Assist with School communication efforts upon request.
- b. Maintain contracts with communication vendors such as website, constant contact, Facebook, etc...
- c. Control administrative privileges for all communication accounts and ensure ongoing security.
- d. Supervise staff of media/communication ministry.

VI. **Stewardship and Fundraising**

- a. Coordinate Stewardship programs at church as directed by Pastor.
- b. Grow Stewardship message in alignment with Parish and Diocesan Mission Statements.
- c. Coordinate Stewardship efforts to align with forming intentional Disciples.

- d. Oversee all Stewardship and Fundraising efforts to ensure goals are met, and alignment with church and school missions are maintained.
 - e. Ensure all Diocesan regulations are followed.
- VII. I.T.
- a. Maintain all IT contracts.
 - b. Ensure security and maintenance of all IT needs.
 - c. Coordinate all IT development, onboarding of new software's, and maintenance of new software's.
 - d. Evaluate best practices on an ongoing basis.
 - e. Coordinate IT efforts with RCBO IT Director.

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

- **Typical Working Conditions:** Typical office environment
- **Equipment Used:** Telephone, personal computer, copier(s), scanner, paper shredder, adding machine and calculator
- **Essential Physical Tasks:** Communicate, move, remain stationary, reach, and occasionally carry materials as needed weighing up to 30 lbs.

Coordinate special projects as assigned by Pastor or Principal.