

<b>JOB DESCRIPTION</b>
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**St. Mary's Catholic Church, Fullerton**

POSITION TITLE: Business Manager  
JOB CLASSIFICATION: Exempt  
DEPARTMENT: Parish Office  
REPORTS TO: Pastor  
SUPERVISORY RESPONSIBILITY: Office and Facilities Staff

**INTERNAL/EXTERNAL CONTACTS:** Parish staff, volunteers and committee members, contractors, vendors, and extended Catholic community and organizations.

**SUMMARY OVERVIEW:** As a person of faith committed to the gospel values and responsible stewardship of resources, the Business Manager is an administrator in support of the Pastor's goals and objectives for the parish and helps the parish fulfill its mission and purpose. Administrative responsibilities include the areas of finance, facilities, purchasing, and human resource management.

**ESSENTIAL FUNCTIONS:**

**Financial Responsibilities**

Maintains an accurate filing and record keeping and reporting system for all parish financial matters. Prepares monthly, quarterly, and year-end reports for the parish and Diocese as needed.

- Administers a cash flow management system with purchasing and payment schedules clearly defined.
- Complies with Diocesan financial policy and accounting principles.
- Prepares, administers, and reviews the budget process in collaboration with the Finance Council, Pastor, and other committees. Assists the Finance Council in presenting the budget to the Parish Council for approval.
- Monitors the collection, counting, recording, and depositing of parish revenue from all sources.
- Serves as resource to parish organizations in all financial matters from planning to auditing.
- Serves as a parish contact with financial institutions, and the Diocese in collaboration with the Diocesan Office of Finance.
- Assists in the planning of financial stewardship and long-range planning efforts.

**Administrative Responsibilities**

Directs the operation of the parish office. Schedules, supervises, and evaluates office staff.

- Oversees operation of parish computer equipment.
- Supervises or directs the maintaining of parish membership and sacramental records.
- Attends staff meetings, Parish Council meetings and other committee meetings appropriate to the position. Attends Diocesan meetings where appropriate for training and development.
- Administers parish salary and benefit policies as directed by the Pastor. Oversees recruitment and hiring of lay members as directed by the Pastor.
- Coordinates and prepares parish response to liability and legal concerns, in cooperation with Diocesan offices as appropriate.

### **Facilities Management Responsibilities**

Supervises the maintenance staff and manages major repairs and/or new construction.

- Negotiates contracts with suppliers and construction firms.
- Oversees scheduled use of parish facilities and ensures all liability and maintenance needs are coordinated.

### **Parish Ministry Responsibilities**

Administers parish business operations according to the parish mission.

- Understands Catholic social teaching and applies it to parish policies.
- Maintains confidentiality in all areas of responsibilities as required.

### **Other Responsibilities**

- Applies professional skills and knowledge of several specialized fields (e.g., accounting, development, facilities management, communications, etc.).
- Performs work without specific directions.
- Uses considerable independent judgment.
- May have regular contact with the community in area of expertise.
- Supervises staff members.
- Collaborates with and advises the Pastor.
- Prepares the parish budget through coordination with program directors.
- Contacts the Parish Finance Council involving financial matters.
- Keeps the Pastor informed regarding the parish finances.
- Keeps the Pastor informed regarding status updates of plant, communication, and information systems.

### **NON-ESSENTIAL FUNCTIONS:**

- Performs other work-related tasks.

### **QUALIFICATIONS & EXPERIENCE:**

#### Financial Responsibilities

- Knowledge of accounting practices.
- Knowledge of cash flow management.
- Knowledge and ability in budgetary principles including Diocesan regulations.
- Ability to maintain accurate collection and deposit records.
- Ability to communicate and offer assistance to parish staff and organizations.
- Ability to represent the parish to outside business and organizations.

#### Administrative Responsibilities

- Ability to supervise staff positions.
- Working knowledge of computer operations.
- Knowledge of Diocesan record keeping requirements.
- Ability to work cooperatively with committee volunteers.
- Knowledge of personnel policies and procedures.
- Awareness of liability and litigation procedures and ability to respond to federal, state and local laws.

Facilities Management Responsibilities

- Ability to supervise maintenance staff and basic knowledge of parish physical plant equipment and security technology.
- Knowledge of work contracts and purchasing guidelines.
- Skill in developing and implementing facilities use schedule.

Parish and/or school Ministry Responsibilities

- Knowledge of parish mission statement and ability to apply it to actual situations.
- Knowledge and understanding of the Catholic Church, its mission and social teachings required.
- Ability to maintain confidentiality.

Education, Training and/or Experience

- Bachelor's Degree or professional training in Business Administration, Accounting or Finance, minimum 5 years' relevant experience.
- Bookkeeping skills and ideally be proficient in QuickBooks, Excel, and ADP.
- Knowledge of fundraising and long-range planning is preferred.
- Bilingual English/Spanish is preferred.

**PHYSICAL REQUIREMENTS:**

Typical Working Conditions:	Typical office environment.
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator, and paper shredder.
Essential Physical Tasks:	Communicate, move, remain stationary, reach, and occasionally carry materials as needed weighing up to 30 lbs.