

JOB DESCRIPTION

Diocese of Orange, St. Pius V Parish, Buena Park

Date Prepared: 09/20/2022

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Approved By:

Approved By:

Fr. Paw

Fr. Paw

POSITION TITLE: Business Manager

JOB CLASSIFICATION: Exempt /Full Time

DEPARTMENT: Parish

REPORTS TO: The Pastor

SUPERVISORY RESPONSIBILITY:

Parish office staff and volunteers

INTERNAL/EXTERNAL CONTACTS:

Parishioners/Parish Staff/Volunteers/Diocese contacts

SUMMARY OVERVIEW:

Business Management

- Supervision of collection counting and deposits
- Responsible for all purchases needed for parish operations
- Risk management: coordinate Injury Illness Prevention Plan., Worker's Comp, Disability Insurance, and Compliance Depot database; coordinate with Diocese Office of Risk Management
- Information technology: General oversight of IT processes.
- Organize, maintain, and safeguard all parish files, both paper and digital; includes sacramental records
- Supervise reception desk and other office staff

Finance and Accounting

- Cash Management
 - Monitor collection, counting, recording, and depositing of parish revenue from all sources
 - Monthly reconciliation of bank accounts
 - Weekly bank deposits
 - Daily oversight of concentration checking account through Positive Pay
 - Order checks, banking supplies
- Bookkeeping
 - Accounts payable and receivable
 - Payroll compilation, submission, and reconciliation, coordinating with Diocese staff
 - Maintain Fixed Asset sub-ledger
 - Maintain accurate financial records
- Financial Reporting

- Monthly, quarterly, and year-end financial reporting
- Mandated State and Diocesan financial reporting, including annual report to parishioners
- Process annual tax statements to parishioners
- Assist Finance Council and Pastor in developing annual budget
- Assist in developing and maintaining long-range strategic plans

Other

- Attend Diocesan Business Manager meetings
- Prepare materials for Finance Council and attend meetings.
- Assist and monitor fund raising activities, including PSA

Human Resources

- Staff attendance recordkeeping
- Health insurance enrollment, coordination, and bill payment reconciliation
- Retirement benefit coordinator
- New hire coordination of proper paperwork
- Maintain HR personnel record files
- Maintain payroll information
- Maintain unemployment records
- Track employee benefits
- Performance evaluations as required
- Schedule staff meetings

Property Management (includes church, offices, rectory, and parish hall)

- Supervise in-house maintenance
- Coordinate with outside vendor for maintenance and repairs of buildings and grounds.
- Solicits and reviews contractor bids
- Coordinates with Pastor, Finance Council, and Diocese on all facility projects
- Manage scheduling of all parish halls and meeting rooms
- Maintain security of property (keys, alarms, guards)

QUALIFICATIONS:

- Accounting experience (Accounting degree and in parish setting preferred)
- Prior experience with payroll procedures and systems (ADP preferred)
- Proficient in QuickBooks (Online) and Microsoft Office
- Strong interpersonal, written, and oral communication skills and dependable work standards.
- Experience in supervising office staff
- Ability to oversee computer and network server needs via IT support

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

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, occasionally carry materials as needed weighing up to 30 lbs.