

JOB DESCRIPTION

Holy Trinity Catholic Church

1600 Corporate Dr. Ladera Ranch, CA 92694

POSITION TITLE:	Business & Facilities Manager
DEPARTMENT/PROGRAM:	Parish Administration
REPORTS TO:	Pastor and/or Parochial Administrator
JOB CLASSIFICATION:	Exempt, Full-Time
SCHEDULE:	M-F, occasional evening/weekends
PAY RANGE:	\$87,000 - \$101,600 annually Based on experience, education, and qualifications

Website: [Home - Holy Trinity Catholic Church](#)

Summary:

The Business and Facilities Manager plays a key role in advancing the mission of the parish to welcome all to live the Gospel with faith, joy, charity, and unity. Working in close partnership with the pastor, parish administrator and staff, the Business and Facilities Manager manages and supports mission-driven operations, stewardship of resources, and financial strength ensuring long-term operational stability of the parish.

The ideal candidate is mission-driven and a service-oriented professional with strong business acumen and demonstrated experience in fiscal management, facilities management, risk management, and human resources administration. Under the direction of the Pastor and/or Parochial Administrator, the Business and Facilities Manager is responsible for comprehensive financial oversight and reporting, including but not limited to budgeting, cash-flow management, forecasting, debt management, pastoral services appeal fundraising and development, accounting, payroll/human resources administration. Serves as a primary liaison to diocesan departments (e.g., Finance, Audit, Risk Management, Human Resources, and Ministries) and externally to parish advisory councils, banking personnel, vendors, volunteers, parishioners, and the public. The position may require occasional evening and weekend availability as needed.

Key Responsibilities: All Holy Trinity Church employees represent the Roman Catholic Church, as such they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

Financial Management and Stewardship – approx. 30% of time devotion

- Develop and manage financial operating and capital budgets, lead full budget cycle, conduct variance analyses, and make recommendations for adjustments through the fiscal year.
- Oversee cash-flow management, identify potential shortfalls and opportunities for cost-savings.
- Prepare monthly, quarterly, and annual financial statements and analytical reports for leadership, finance council, and relevant committees. Provide data-driven insights to support operational and strategic decision-making. Identify opportunities to reduce operational costs.
- Ensure accurate and timely processing of accounts payable and receivable, maintenance of general ledger, reconciliation of bank and investments accounts.
- Implementation of internal controls to safeguard parish assets.
- Manage debt obligations, payment schedules, and covenant requirements.
- Leads long-term financial planning and stewardship efforts, including capital projects, capital

campaigns, development initiatives, donor engagement activities, and reserve strategies.

- Ensure compliance with diocesan financial policies, procedures, and coordination of audits.

Facilities Maintenance – approx. 45% of time devotion

- Oversee daily operations, maintenance, security, and improvements of all parish facilities/property.
- Establish and maintain a comprehensive preventative maintenance schedule and service log for parish buildings, grounds, pest control, mechanical systems (HVAC, plumbing, electrical, fire safety equipment) ensuring they remain safe, functional, and welcoming.
- Coordinate routine and emergency maintenance, renovations, and capital projects.
- Manage vendor contracts, service agreements, evaluate service proposals for recommendations.
- Supervise onsite work, ensure quality, safety and adherence to parish expectations and standards.
- Ensure vendors comply with diocesan guidelines and requirements, licensing, insurance, applicable background checks, safety standards, and local regulations.
- Manage inventory and purchasing supplies, equipment, and materials. Keep accurate records.
- Ensure facilities are ready for liturgies, special celebrations, holy days, and parish functions.
- Assist staff and ministries in setting up for events, meetings, and sacramental celebrations.
- Provide regular reports on facility status, upcoming needs, project updates, and facilities budget.

Risk Management – approx. 10% of time devotion

- Maintain and update parish safety protocols, emergency procedures, and facility policies.
- Ensure adherence to safe environment programs and diocesan risk-management protocols, workplace safety and coordination of property inspections and safety walks.
- Maintain all safe environment and risk-management trainings for staff and volunteers up to date.
- Assess potential risks and implement mitigation strategies.
- In collaboration with the diocesan risk management department, maintain appropriate insurance coverage and coordinate claims reporting.

Human Resources & Payroll Administration – approx. 15% of time devotion

- Process payroll, administer benefits, manage leave of absences.
- Maintain proper personnel files, and HR documentation.
- Facilitate recruitment, onboarding, performance evaluations, employee relations and offboarding.
- Ensure compliance with federal, state, and diocesan employment policies and labor laws.

Performs other work-related tasks as needed/assigned.

Qualifications:

- Bachelor's degree in accounting, finance, business administration, or related field required; advanced degree or certification (MBA, CPA) preferred.
- Minimum 5 years of financial or business management experience.
- Knowledge of accounting standards, audit standards, and best financial practices.
- Experience with payroll systems, HR processes, benefits administration, and personnel supervision.
- Strong accuracy, analytical, organizational, communication, and critical thinking skills.
- Excellent time management, prioritization, deadline management, and confidentiality.
- Intermediate proficiency in Microsoft Office applications (Excel, Word, and PowerPoint), financial software and database systems. Familiarity of QuickBooks, NetSuite, and ADP preferred.
- Ability to follow directives, collaborate with clergy, staff, vendors, parishioners, and volunteers.
- Forward-thinking mindset with the ability to streamline processes and recommend improvements.
- Goes above and beyond to provide excellent customer service.
- Ability to pass background and safe-environment requirements.
- Commitment to the mission of the Catholic Church.

Preferred:

- Church/faith-based or non-profit experience.
- Practicing Roman Catholic.

Work Environment: Typical office setting that is clean, well-lit and climate controlled, often includes individual workstations, shared offices, conference rooms, and common areas. Use of basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator, and paper shredder. Frequent interruptions and interaction with coworkers, management, and external entities such as diocesan staff, parishioners, guests, and vendors/contractors. Noise level may vary and is generally low to moderate though it may increase during high-activity periods.

Physical Requirements: Ability to communicate effectively verbally and written, move frequently, sit, stand, walk, climb stairs, bend and reach as required throughout the workday. Ability to sit for extended periods while conducting office-related tasks using a computer, performing paperwork, or attending meetings. Sufficient near vision for reading, writing, and using digital screens, manual dexterity to operate office equipment including but not limited to computers, keyboards, phones, and other standard office equipment. Adequate hearing to participate in meetings, phone calls and identify emergency alarms or equipment sounds. Ability to move between multiple facilities on parish grounds. Ability to lift, carry, push, or pull up to 25-35 lbs. as needed and occasionally lifting up to 50 lbs. with assistance. Ability to maintain balance and mobility when moving through the office spaces, grounds, and facilities.

Application: This position requires you to be an advocate and become a part of the Holy Trinity parish community. Please, briefly answer the following question in your cover letter. "What experience have you had with the Catholic Church?" (If applicable, include any experience you have had with Holy Trinity Church, in particular.)