

## JOB DESCRIPTION

### St. Edward the Confessor Church and School

33926 Calle La Primavera, Dana Point, CA 92629

<b>POSITION TITLE:</b>	Business Manager
<b>DEPARTMENT/PROGRAM:</b>	Parish and School Administration
<b>REPORTS TO:</b>	Pastor and/or Parochial Administrator
<b>JOB CLASSIFICATION:</b>	Exempt, Full-Time
<b>SCHEDULE:</b>	M-F, occasional evening/weekends
<b>PAY RANGE:</b>	\$90,000 to \$110,000 annually Based on experience, education, and qualifications

**Website:** <https://www.stedward.com/>

#### **Summary:**

The Business Manager is key in advancing the mission of the parish, school, and chapel by cultivating a welcoming, faith-centered community supported by thoughtful service and sound business leadership. In collaboration with parish and school leadership, the Business Manager ensures responsible stewardship, financial sustainability, and long-term operations vitality. The role collaborates with diocesan partners, councils, staff, volunteers, and the wider community to foster the shared commitment to live the Gospel with faith, joy, charity, and unity. The position may require occasional evening and weekend availability as needed.

**Key Responsibilities:** All St. Edward the Confessor Church and School 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. 40%***

- Provide strategic leadership for all financial operations, ensuring sound stewardship of parish, school, and chapel resources in alignment with mission guidelines.
- Oversee financial planning and analysis, including budgeting, forecasting, cash-flow management, debt management, and long-term financial sustainability strategies.
- Leads the development and monitoring of internal controls, financial policies, and cost-containment initiatives to safeguard assets and ensure fiscal accountability.
- Guide financial planning related to capital projects, development and fundraising initiatives, donor engagement activities, and reserve fund strategies.
- Supervise and support staff responsible for day-to-day financial functions, including accounts payable and receivable, general ledger maintenance, payroll coordination, banking relationships, and investment account management.
- Ensure timely and accurate financial reporting to parish and school leadership, councils, and diocesan offices.
- Ensure full compliance with diocesan financial policies and procedures, including coordination and completion of annual audits and financial reporting.

**Human Resources & Payroll – *approx. 20%***

- Oversee human resources and payroll functions to ensure consistent, fair, and compliant employment practices across parish and school operations.
- Supervise staff responsible for payroll processing, benefits administration, leave management, personnel records, and employee data systems.
- Support recruitment, hiring, onboarding, and orientation processes for staff, in collaboration with leadership.
- Assist leadership with performance management, employee development, and corrective action processes as needed.
- Ensure compliance with diocesan employment policies, labor laws, and regulatory requirements, maintaining confidentiality and professionalism at all times.

**Facilities Operations – *approx. 20%***

- Oversee the effective operation, maintenance, and stewardship of all parish and school facilities, buildings, grounds, and equipment to support safe, functional, and welcoming environments.
- Ensure compliance with all applicable safety standards, regulatory requirements, and diocesan policies related to facilities and operations.
- Supervise facilities and maintenance staff, responsible for preventative maintenance programs, repairs, capital improvements, and emergency response.
- Ensure proper management of vendor relationships, service contracts, procurement processes, and property inspections to ensure quality, cost-effectiveness, and accountability.
- Oversee staff responsible for coordination of facility logistics for parish, school, and community events, ensuring timely setup, breakdown, and operational support.

**Risk Management – *approx. 20%***

- Maintain comprehensive safe environment and risk-management programs in accordance with diocesan requirements.
- Ensure completion of all required trainings and background screening processes for staff and volunteers.
- Proactively assess potential operational, financial, and facilities-related risks and implement appropriate mitigation strategies.
- Serve as the primary point of coordination for insurance coverage, claims management, and communication with diocesan risk-management personnel.

Performs other work-related tasks as needed/assigned.

**Qualifications:**

- Bachelor's degree preferably in accounting, finance, or business administration with a minimum of three to five years of experience in managing financial, operational, and administrative functions.
- Knowledge of financial, accounting and audit standards, payroll and human resources processes and staff supervision.
- Strong analytical, organizational, communication, and critical-thinking abilities, paired with exceptional time management, prioritization, deadline management, and high-level of confidentiality.
- Intermediate proficiency in Microsoft Office applications (Excel, Word, and PowerPoint), financial software and database systems.

- Ability to follow directives, collaborate with clergy, staff, vendors, parishioners, and volunteers.
- 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/faitth-based or non-profit experience.
- Practicing Roman Catholic.
- Familiarity of QuickBooks, NetSuite, ADP, ParishSOFT, Salesforce, FACTS preferred.

**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 St. Edward the Confessor Church, School, and Chapel 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 St. Edward the Confessor Church, School, or Chapel community, in particular.)