

JOB DESCRIPTION

St. Edward the Confessor

Approved By:

Date:

POSITION TITLE

Senior Business Manager

FLSA STATUS

Exempt

DEPARTMENT/PROGRAM

Parish/Administration

REPORTS TO

Chief of Parish Operations

SUPERVISORY RESPONSIBILITY

Finance Manager, Human Resources Manager, Office Manager/Receptionist, Staff Accountants and others as assigned

INTERNAL/EXTERNAL CONTACTS

All personnel serving within the Parish (St. Edward the Confessor Catholic Church, San Felipe de Jesus Chapel, and the Parish School at St. Edward), as well as frequent parishioner, vendor and visitor contact.

PRIMARY PURPOSE

To oversee the general office and financial activities of the parish.

QUALIFICATIONS & EXPERIENCE

REQUIRED

Bachelor's Degree in Finance, Business Administration or related field or equivalent training. 6 years of experience managing and Administration Department preferably in a Parish setting. Knowledge and understanding of the Catholic faith.

Skills, Knowledge and/or Abilities

- 1) Skills in basic office management
- 2) Supervisory skills
- 3) Skills in fiscal planning and management, general accounting and payroll
- 4) Good written and oral communication and public relation skills
- 5) Ability to oversee personal computer and network server needs
- 6) Ability to learn and train staff in various computer programs

Education, Training and/or Experience

- 1) Experience in office management/administration
- 2) Experience in Microsoft Office products
- 3) Experience in general accounting processes
- 4) Experience with (or ability to quickly learn) Sage and/or Quickbooks accounting software

- 5) Experience with (or ability to quickly learn) IOI Online Payroll software, as well as Parish Data Systems (PDS) software

DESIRED

Active/Retired Certified Public Accountant (CPA) designation.
Master's Degree in a related field.

PHYSICAL REQUIREMENTS

Normal office environment.

EQUIPMENT OPERATED

Personal computer – Microsoft Windows environment. Familiar with word processing, database, spreadsheet, email management, and communication. Scanner, printers, telephone, fax machine, copier and paper shredder.

ESSENTIAL FUNCTIONS

Major Position Responsibilities and Regular Duties

- 1) General Administrative and Office Management
 - a. Provide supervision of office staff (Finance Manager, Human Resources Manager, Office Manager/Receptionist and Staff Accountants).
 - b. Provide administrative and purchasing/financial support to all staff.
 - c. Be aware of various human resources/risk management programs, trends and potential issues and work with assigned staff to plan and address such needs in a modern team-oriented, mission-driving, parish environment.
 - d. Manage computer system needs and requirements.
 - e. Collaborate with the diocese for training and general support.
 - f. Manage maintenance of and training on church database software, including regular updates of family registrations.
 - g. Maintain an efficient and effective record-keeping filing system for parish records and correspondence.
 - h. Facilitate the on-going Expanding to Love & Serve Capital Campaign, as well as other such campaign efforts.

- 2) Financial
 - a. Be responsible for subordinate staff (direct and in-direct reports) on all payroll, banking, tithing, and tax-related matters, as well as the overall financial record keeping for the parish.
 - b. Facilitate the preparation of the parish budgets with input from the Pastor, School Principal, Chief of Parish Operations, Financial Council, and various staff.
 - c. Prepare/oversee/review/approve, including delegated work to assigned staff, all monthly financial statements and present to Finance Council.
 - d. Provide financial updates to parishioners on a regular basis.
 - e. Schedule volunteers to count weekend collection.
 - f. Oversee the management of both parish and diocesan fund drives.
 - g. Balance/Review, including delegated work to assigned staff, all bank statements.
 - h. Collaborate with the diocese as needed.

- i. Prepare/review, including delegated work to assigned staff, all annual financial reports for the diocese.
- j. Supervise parish purchasing and enrollment of vendors in Compliance Depot and other diocesan required vendor programs/databases.

3) Facility Management

- a. Manage the scheduling of all facility halls, classrooms and meeting rooms.
- b. Provide tours to parties interested in renting facility halls and rooms.
- c. Coordinate special needs of renters with parish maintenance staff.
- d. Assist maintenance staff in administrative and financial matters.
- e. Perform parish Fiesta Weekend duties, including daily financial intake, permit applications with various governmental agencies, etc.
- f. Assist with Environmental Ministry/parish decorations/flowers.

4) Committees

- a. Attend all Finance Council and office staff meetings and facilitate the processing of meeting minutes.
- b. Be responsive to the administrative and clerical needs of all committees.
- c. Attend Diocesan Business Manager meetings.

5) General

- a. Be responsive to various inquiries on parish business and administrative matters, making appropriate referrals as needed.
- b. Be a catalyst for good cooperation and business relationships among all parish entities, staff, committees, and parishioners.
- c. Maintain spiritual influence and presence in overall administrative activities of the parish.

6) Performs other work related tasks as needed/assigned.