

JOB DESCRIPTION

POSITION TITLE: Parish Business Manager

FLSA STATUS: Full-Time, Exempt

DEPARTMENT: Parish/Administration

REPORTS TO: Pastor/ Administrator

PURPOSE/VISION: The Parish Business Manager is responsible for the day to day operations of the parish to include all financial, personnel, and facility usage. He/She is a professional administrator acting in support of the Pastor/Administrator and all parish staff. The position reports directly to the Pastor/Administrator and works collaboratively with the entire parish community including staff, volunteer ministries, as well as all diocesan staff. The position requires a person of faith, committed to the Gospel and Mission of the Roman Catholic Church as well as the Mission of Holy Spirit Church.

DUTIES AND AREAS OF RESPONSIBILITY:

1. Financial Management:

- Daily accounting function to include banking relationship, cash management and fiscal reporting to the Pastor/Administrator.
- Preparation and presentation of monthly financial statements to Pastor/Administration and Parish Finance Council
- Preparation, administration, budget forecast, and review of annual budgets in collaboration with the Pastor/Administrator, Parish Finance Council, staff, parish ministries and organizations
- Supervision and review of the reconciliation of all Bank statements monthly, reports to the ministry heads and Finance Council as well as internal audits and record keeping
- Supervision and implementation of payroll, records management, accruals and benefit accounting
- Interaction, support and supervision of bill paying, counting and depositing of parish funds and electronic giving, as well as security to the extent it is physically possible
- Coordination, supervision and processing of the annual PSA campaign
- Acts as liaison between parish and diocese in matters of finance, human resources and parish administration
- Liaison to external accountant when conducting monthly reviews or audits
- Supervision and responsibility of all ministry accounting to include offertory counting, cash receipts, faith formation fees, retreat fees, front office receipts and payments, as well as any and all fundraising or fellowship events generating parish income

2. Personnel Management – Human Resources:

- Direction and supervision of the parish staff to include all office protocols, bulletin production, facility Calendaring, parish wide communications and correspondence, PSA campaign process alongside OCF
- New employee orientation/on-boarding as well as exit procedures and processes

- Administration of all employee benefits including but not limited to health/dental/vision, vacation and sick leave, disability leave, worker's compensation insurance
- Compilation of job descriptions and employee benefit data
- Assistance to Pastor/Administrator and staff in human resource management to include hiring, counseling, terminating or revising a position within the organization
- Implementation of personnel policies; Diocesan and Pastor/Administrator initiated including assistance with periodic job evaluations, if requested by Pastor or Ministry Director
- Recommendations and research when needed on salary and benefit levels for any position
- Implementation of the FRISK Documentation model and help with staff evaluations

3. Facility Management:

- Develop a strong working relationship with Parish Organizations and Ministries to insure the smooth operations of the parish as a whole
- Administer an inspection and preventative maintenance plan for buildings, grounds, and facilities that ensures that they are safe, clean, esthetically pleasing, and productive to the ministries
- Supervise maintenance and custodial personnel
- Maintain a master key file and key checkout log
- Coordinate and schedule necessary cleanings of Church campus, His Hands Mission, and Rectory for special events
- Knowledge of policies & procedures in order to make recommendations regarding volunteer ministry operations when financial, personnel or liability issues are present
- Ensure parish property goods and equipment are protected. File reports to local authorities and the Risk Management Office when necessary
- Arrange for the purchase, lease, or sale of office equipment, capital equipment and property

EXPECTED QUALITIES & QUALIFICATIONS:

- Baptized member of a Catholic Parish faith community
- Commitment to the mission of the parish
- Bachelor degree or equivalent in Accounting, Business Management, Human Resources or related field
- Several years of managerial experience in the finance and/or human resource areas
- Working knowledge of basic computer software and systems, including Microsoft Office, Publisher, Words, PowerPoint
- Knowledge of QuickBooks, Citrix, ParishSOFT, and PDS a Plus
- Experience developing budgets
- Knowledge of applicable state and federal laws regarding non-profit, payroll, human resources and insurance
- Ability to relate well with people, to listen to their concerns with Christ-like sympathy and a desire to be of assistance
- Ability to supervise, interact and motivate individuals both volunteers and paid staff
- Self-motivated, reliable, loyal to and supportive of the Pastor/Administrator