

Business Manager

Role Specifics (in compliance with Department of Labor FLSA policies):

- Position: Business Manager
- Status: Full time, 12 months per year

Reports to: Pastor

Type: Exempt

Primary Job Function:

- Under the direct supervision of the Pastor and in accordance with established policies and procedures assists the Pastor with the stewardship of the physical, financial and personnel resources of the parish. The Business Manager values the organization and responsible management of resources and helps the Church fulfill its mission and purpose.

Position Responsibilities

General.

- Working knowledge of Generally Accepted Accounting Principles (GAAP) and fund accounting including internal controls
- Assure internal controls are followed and evaluate effectiveness
- Maintain confidentiality of all materials
- Demonstrates attention to detail
- Use vision and strategic planning to help build new programs and services. Nurture a robust volunteer program.
- Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations
- Works within the approved budget, develops and implements cost saving measures, conserves organizational resources
- Works with integrity and ethically; upholds values of the Church
- Undertakes self-development activities, seeks increased responsibilities, displays original thinking
- Reacts well under pressure
- Facilitate in regular staff meetings
- Troubleshoot computer software related issues. Ensure website, social media, streaming services, bulletin and general parish communication is accurate, functioning properly and supports the parish policies.
- Must have a reliable means of transportation, proof of financial responsibility, must provide a copy of their valid driver's license and proof of personal automobile insurance
- Other related duties as assigned

Financial

- Facilitate the preparation of the annual budget in conjunction with input from the pastor, staff and Finance Council. Monitor actual monthly performance to the budget, keeping the Pastor and council informed of the financial position
- Review monthly, quarterly, and annual reports and financial statements, including journal entries and reconciliations. Monitor general ledgers for all funds.
- Oversees management of parish operational and financial records
- Manages bookkeeping functions including, but not limited to, payables and receivables and all other parish revenue and expense
- Liaison to parish Finance Council
- Facilitates fundraising events, pledge drives and offertory collections in accordance to diocesan policies and procedures

Business Manager

- Ensures that all funds withheld in the payroll process are paid in accordance with diocesan policy
- Follows procedures for procurement of goods and services
- Provide analysis of financial data
- Assure internal controls are followed and evaluate effectiveness
- Assist all fiscal auditors and coordinate auditing services and activities
- Monitor all financial transactions and ensure parish financials are balanced and closed at the conclusion of each month.
- Assist with the planning and execution of additional revenue generation activities from parishioner donations as needed to balance the budget of the parish.

Facilities

- Assists Pastor with overseeing major repairs, renovations and capital projects according to diocesan policies and procedures.
- Collaborate with Maintenance Supervisor in ensuring the facility is safe, efficient and well maintained including supervise the parish risk management process.
- Liaison to diocesan administrative agencies and personnel

Supervisory/Personnel

- Supervise secretarial, financial and maintenance staff
- Assists Pastor with maintaining employee job descriptions, personnel policies and implementation of the guidelines and policies of volunteers and employees.
- Administer compensation and benefits program.
- Keeps up to date with employment related policies in accordance with laws and best practices recommended by the diocese.

Essential Relationships:

- Parish Staff – Maintain a good working relationship with co-workers including communication and collaboration.
- Pastoral & Finance Council – Attend regular meetings and provide financial, facility and staff updates as necessary.
- Parish Committees – Communicate and collaborate with appropriate committees and groups, i.e. Knights of Columbus, Altar and Rosary, fundraising, social committees, etc.
- Parishioners – Maintain good working relationships with the parish community. Be visible to and have regular communication and interaction with parishioners.
- Diocesan Offices – regular communications, adherence to diocesan policies, participation in diocesan professional organizations including attending diocesan Business Manager Meetings.

Job Knowledge, Skills and Abilities

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience

- Baccalaureate degree in business administration or finance with major in accounting.
- Minimum two or more years of business experience and management/supervisory experience required.

Skills/Knowledge

- Ability to operate business office equipment, i.e. adding machine, copier, and computer
- Demonstrated competence in computer software (all Microsoft Office products, accounting packages, payroll systems and database programs)
- Skills in office management and supervision

Business Manager

- Skills in fiscal planning and fiscal management, general accounting and payroll
- Ability to learn and then train staff in proprietary and general office computer programs
- Language skills - Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Mathematical Skills - Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ration, and percent and to draw and interpret bar graphs.
- Reasoning Ability - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

Physical Demands:

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to sit and reach with hands and arms. The employee is occasionally required to stand, walk, and climb stairs. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, peripheral vision, depth perception, and ability to adjust focus.

Work Environment:

While performing the duties of this Job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate, typical of an office with computers and printers.

Full Time Position – Hours are weekdays 7:30 am – 4:30 pm weekdays, including weekends and evenings on an as-needed basis.

The above statements are intended to describe the general nature and level of work required of this position. It is not an exhaustive list of all responsibilities, duties and skills required.

Employee: _____ Date: _____

Supervisor: _____ Date: _____

1/20/21