



## **Business Manager**

### Position Description:

#### I. Identifying Information

Status             Full-time     Part-time  
                       10 month    12 month  
 Exempt       Non-Exempt     Volunteer

Reports to: Pastor

#### II. PRIMARY FUNCTION OF THIS POSITION

The Parish Business Manager is an administrator in support of the Pastor's responsibilities to the parish. This minister is a steward of the physical, financial and personnel resources of the parish.

#### III. POSITION CONTENT

##### A. Major Position Responsibilities and Regular Activities:

##### 1. Financial Responsibilities

- Maintains accuracy of all financial files and records and establishes a responsible cash flow management system.
- Prepares, administers and reviews budget process in collaboration with finance and other commissions, subject to review and/or approval by Finance Committee and/or Parish Council, as required.
- Acts as liaison between the parish and the diocese in financial matters.
- Maximizes cash management resources.
- Coordinates and reviews parish organizations' funds.

##### 2. Personnel Responsibilities

- Establishes and maintains evaluation process.
- Administers salaries and benefits programs.
- Supervises parish secretary, clerical aides, financial staff and maintenance staff.
- Participates in the hiring and termination policies of the parish in collaboration with the Pastor.

### 3. Administrative Responsibilities

- Directs the management of the parish office.
- Oversees the management of the parish records.
- Coordinates parish liability and property insurance, workers' compensation with diocesan general insurance program.
- Maintains all cemetery records if applicable.
- Maintains good working relationships, effective communications between parish community, various groups and outside authorities.
- Attends all pastoral staff meetings, commission meetings and Parish Council meetings, as necessary.
- Attends all diocesan meetings, as necessary, representing the parish and the Pastor.
- Consults with and advises Pastor and Principal on business and administrative matters that affect the parish and school.

### 4. Facilities Management Responsibilities

- Supervises any major construction, improvement or repair.
- Solicits and reviews bids and quotes and negotiates contracts.
- Establishes and monitors preventive maintenance programs for all properties.
- Maintains security of property (Key files, etc.).

## IV. POSITION SPECIFICATIONS/REQUIREMENTS

### A. Skills, Knowledge and/or Abilities (SKAs)

- Must have knowledge of accounting principles and practices.
- Must have excellent interpersonal communication skills.
- Should have supervisory experience.
- Must have good organizational skills.
- Must have good record-keeping skills.
- Must have good facilitation skills.
- Must have ability to manage.
- Must have ability to present oneself professionally.
- Must have ability to maintain confidentiality.
- Must have ability to prioritize and to be flexible.

### B. Education, Training and/or Experience

- College degree desired and/or five to ten (5-10) years of business experience.

## V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

Administers parish budget.

## VI. PHYSICAL DEMANDS/ WORK ENVIRONMENT

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; talk and hear and occasionally required to climb stairs; balance; stoop, kneel, crouch, or crawl. 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 usually required by this job include close, distance, color and peripheral vision, depth perception and ability to adjust focus.

The noise level in the work environment is usually moderate. While performing the duties of this job, the employee is not exposed to weather conditions.

This position requires frequent evenings and/or weekend work and an unpredictable schedule.

#### VII. WORKING SITUATIONS:

Requires some variable hours and on call response after regular business hours to meet the needs of the parish. Requires some weekend, holiday and evening work for events or the ability to arrange coverage. These times include but are not limited to Christmas season, Holy Week/Easter, fundraisers, after mass functions, etc. Local travel for business purposes and occasional overnight travel for parish training, etc may also be required.

#### **Employee's Acknowledgment and Acceptance:**

This job description seeks to provide clarity and focus to the general role. It is not intended as - nor can it be an all-inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. In these times of great change, ministry takes many forms and goes many directions. All positions at the parish must be prepared to shift focus as the needs of the parish and ministry change.

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract, that the employee is an employee-at-will, that this job description is not intended to create any guarantee of employment for any particular length of time.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date