

Nativity of the Lord Parish- Alma, MI
Job Description: Parish Business Manager

Name: _____ **Date:** _____
Job Title: Parish Business Manager
Supervisor: Pastor/Director of Parish Life (DPL)
Status: Part-time, Exempt, 32 hours/week, Mon-Thurs; possibility of becoming Full-time eventually

I. General Description:

The Parish Business Manager serves as a staff resource in support of the Pastor/Director of Parish Life, fulfilling parish administrative needs in finance, buildings and grounds, and personnel. Performs work using considerable judgment. Collaborates with and advises pastor. Parish Business Manager support both the needs of the parish, which includes St. Mary's Elementary School.

II. Duties:

Financial Responsibilities

- Working knowledge of Generally Accepted Accounting Principles (GAAP) and fund accounting including internal controls
- Responsible for maintaining an adequate internal control system to safeguard parish assets and ensure the efficient stewardship of parish resources including an appropriate risk management program.
- Maintains an accurate filing, record keeping and reporting system for all parish financial matters.
- Provides day to day bookkeeping and accounting functions for the parish as well as the school. Record all transactions, revenue and expenses the parish and in ShelbyNext.
- Prepares monthly, quarterly, and year-end reports for parish and diocese as needed.
- Monitors the collection, counting, recording, and depositing of parish revenue from all sources, including the school; as well as overseeing of the control and recording of petty cash.
- Prepares, administers, and reviews the budget process in collaboration with the Pastor/DPL, the Finance Council and other committees.
- Monitors actual monthly performance to the budget, keeping the Pastor/DPL and Councils informed of the financial position.
- Administers a cash flow management system with purchasing and payment schedules clearly defined; issues checks and posts accounts; handles all vendor relationships including related to the school
- Prepares, administers and coordinates payroll; maintains all benefits programs in conjunction with Diocesan Department of Human Resources. Monitors Paycor payroll services.
- Works within the approved budget, develops and implements cost saving measures, conserves organizational resources.
- Ensures that the annual report to the Diocese is completed and submitted on a timely basis.
- Communicates and collaborates with diocese on all pertinent matters.

Administrative Responsibilities

- Attends staff meetings and other committee meetings appropriate to the position including finance council as liaison; attends diocesan meetings where appropriate for training and development.
- Oversees the management of the parish office according to proper procedures for record keeping, financial accounting, loss prevention and other procedures of the Diocese of Saginaw, as directed by the Pastor/DPL.
- Coordinates and prepares parish response to liability and legal concerns in cooperation with the Pastor/DPL and diocesan offices as appropriate.
- Supervises or directs the maintaining of parish membership
- Maintains confidential personnel files and administers diocesan personnel procedures to ensure compliance, including fingerprinting, background checks and Virtus compliance.
- Helps Pastor/DPL with personnel and human resources tasks.

Facilities Management Responsibilities

- Assists Pastor/DPL with overseeing major repairs, renovations and capital projects according to diocesan policies and procedures; works with Diocesan Facilities Director and parish Building/Grounds committee.
- Negotiates contracts with suppliers and construction firms.
- Oversees use of parish facilities and ensures all liability and maintenance needs are coordinated.
- Updates, administers, and communicates a parish security policy.

Any other duties as assigned

III. Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- Business Management - Proven track record of accomplishments of managing a parish or similar entity.
- Project Management - Develops project plans; coordinates projects; communicates changes and progress; manages project team activities.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; responds well to questions; demonstrates group presentation skills; participates in meetings.
- Written Communication - Writes clearly and informatively; edits work for spelling and grammar; presents numerical data effectively; able to read and interpret written information.
- Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.
- Leadership - Displays leadership skills by demonstrating proactive, self-starter approach to duties; Has strategic vision mindset and ability to create a 3 year plan; Leads by example.
- Confidentiality - Individual must maintain confidentiality at all times.
- Decision Making/Judgment - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

IV. Qualifications:

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.

- **Education/Experience:** Bachelor's degree in accounting or related field (B. A.) from four-year college or university; with one to two years related experience and/or training; or equivalent combination of education and experience.
- **Religious Requirement:** Must be an individual who possesses a basic understanding of the teaching and traditions of the Catholic Church and who has a sound working knowledge of the Catholic faith and Church hierarchy.
- **Language Ability:** Ability to read, analyze, and interpret general business periodicals, professional journals, and relevant governmental regulations. Ability to write reports, business correspondence, and work instructions. Ability to effectively present information and respond to questions from groups of managers, diocesan staff, parishioners, and the general public.
- **Math Ability:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
- **Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- **Computer Skills:** To perform this job successfully, an individual should have knowledge of Microsoft Office Programs and ability to learn other accounting software as required.

V. Work Environment:

- The noise level in the work environment is usually moderate and consistent with a general office work setting. May be occasionally required to work other than normal business hours and serves as a contact for the parish during non-business hours.

VI. Physical Demands:

- The employee must occasionally lift and/or move up to 25 pounds. While performing the duties of this job, the employee is required to stand, walk, stoop, talk, reach, sit, hear, handle and perform occasional repetitive motions of the hands/wrists.

Compensation: Commensurate with qualifications and experience.

JOB DESCRIPTION REVIEW AND ACCEPTANCE:

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

Signature: _____ Date: _____