



# St. Bernadette Catholic Church

## Job Description for Business Manager

Reports to the Pastor

Part Time 20-25 hours per week

### General Statement of Responsibilities

Assists the Pastor in the stewardship of the parish's financial, capital, and human resources. Ensures the effectiveness of operations, informing and advising the Pastor and various parish councils as needed. Performs all financial and accounting tasks, in compliance with Diocesan policies and procedures. The incumbent is a member of the core management team that supports the Pastor and ensures that the administrative needs of the parish are met.

### Essential Functions/Major Responsibilities

#### Finance & Accounting:

1. Manages all parish financial records (written and electronic files) in compliance with Diocesan policies and retention procedures.
2. Prepares accurate and timely monthly, quarterly, and annual reports for the Pastor, Finance Council, parish, and Diocese.
3. Prepares and/or oversees the preparation of checks for the Pastor's signature. Note: The incumbent is not permitted to sign checks or be an authorized signature.
4. Prepares and/or oversees the tabulation, deposit, and recording of all revenues, including but not limited to Offertory collections, fundraising events, donations/bequests, parish share, and reimbursements.
5. Monitors purchasing and spending by the department to ensure all expenditures are properly approved and comply with budgetary guidelines. Solicits bids for expenditures in excess of \$5,000.
6. Prepares the bi-monthly payroll submission in compliance with policies and procedures to the Diocese and ensures accurate recording thereof.
7. Ensures timely and accurate submission of monthly accounting data files for the development of parish financial statements by the diocesan finance department.
8. Prepares, reviews, and administers the budget process under the direction of and in collaboration with the Finance Council.
9. Monitors the accounts of parish-sponsored organizations on a regular basis in compliance with Diocesan policies.
10. Assists in the planning of financial stewardship and long-range financial planning of the parish.

#### Operations and Administration

1. In collaboration with the Pastor, directs parish office and campus operations and non-clerical staff, including but not limited to the administrative, maintenance, and rectory household staff.
2. Maintains a confidential personnel file for all non-clerical staff, including but not limited to payroll and compensation matters and position descriptions.
3. Ensures timely review and updating of the parish personnel manual, which includes personnel policies and procedures regarding employment (hiring and termination), working conditions, performance, employee benefits, etc.
4. Collaborates, as requested, with the Pastor in the hiring and selection of personnel and handling of personnel issues as directed by the Pastor.
5. Interfaces with diocesan legal, insurance, finance, accounting, HR/payroll offices regarding parish issues related to their respective areas of responsibility.
6. In collaboration with the maintenance staff, manages major repair and capital improvement projects including solicitation, review, and selection of bids.

7. Reviews and updates the regular maintenance schedule for campus facilities and grounds.
8. Ensures maintenance of effective security procedures for parish property, including electronic and manual security systems, safeguarding of campus keys, and protection of files and records.
9. Oversees the establishment and review of all contracts with third-party service providers and ensures contract compliance.
10. In collaboration with the parish secretary and St Ursula campus office manager, maintains a schedule of parish facilities utilization.

## Position Qualities

The incumbent must take responsibility be well organized, diplomatic, attentive to details, possess the ability to work collaboratively, operate proactively & independently with limited supervision, maintain confidence, and manage conflict resolution.

## Communications

The incumbent interfaces with staff colleagues, parishioners, parish volunteers, diocesan office staff, and third parties. This requires effective and appropriate communication skills including maintaining confidence and discretion related to sensitive matters.

## Specific Skills

The following competencies and skills are important to effectiveness in this role:

1. Highly effective interpersonal skills (verbal and written), ability to maintain confidentiality, and demonstrate the use of prudent judgment to act and solve problems.
2. Strong knowledge of accounting and finance principles and application of same in a business organization. Knowledge of parish accounting systems maintained according to diocesan policies and procedures.
3. Proficiency and knowledge related to computers and computer applications; payroll applications; personnel policies and procedures
4. Ability to collaborate with staff colleagues, parish volunteers, and representatives of third parties.
5. Effective negotiating and analytical skills related to service providers, pricing comparisons, and project evaluation/management.
6. Familiarity with safety and security matters and maintenance and construction matters.
7. Familiarity with pertinent laws and regulations related to business operations.

## Education and Experience

A higher education degree with a specialization in Accounting/Business Administration and a minimum of five (5) years of accounting, financial, office management, human resources, and facilities management. Accounting experience would include maintenance of and responsibility for an accounting system, payroll preparation, and budget development. Previous supervisory experience is required. Experience with Microsoft Office Suite, QuickBooks, Quicken, or other small business accounting applications is required.

## Physical Demands

The incumbent, while performing the job duties, is required to stand and/or sit for extended periods, as well as perform repetitive motions of the hands and wrists.

## Job Conditions

The job is performed primarily in an office setting utilizing standard office equipment. The incumbent is required to perform extensive tasks utilizing a desktop computer for long periods of time. Occasionally is required to attend meetings outside of the normal office operating hours.