

Diocese of Sacramento

JOB DESCRIPTION

PARISH: Saint James Catholic Church **POSITION STATUS:** F/T

POSITION: Business Manager

SCHEDULE: Monday to Friday, 8am to 5pm

CATEGORY: Non-Exempt

SUPERVISOR: Pastor

JOB SUMMARY: The Parish Business Manager serves as a staff resource in support of the pastor, fulfilling parish administrative needs in finance, buildings and grounds, and personnel. Has direct responsibility for the administration of personnel policies and procedures, human resource management, and financial management of the parish.

ESSENTIAL FUNCTIONS: Applies the professional skills and knowledge of specialized field to perform work without specific directions using considerable judgment. Collaborates with and advises pastor.

Financial Responsibilities:

- 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.
- Prepare, administer and review the budget process in collaboration with the pastor, the Finance Council and other committees. Assist the Finance Council in preparing the annual operating budget.
- Serve as liaison between the parish and the diocesan finance office in financial matters including any requests for approval of parish expenditures of more than \$15,000.
- Coordinate and review parish organization's funds.
- Require that purchase orders be used for Youth Ministry, Religious Education and RCIA for purchases more than \$50.00. Review and approve purchase orders.
- Overseeing weekly deposits and prepare monthly statements.
- Consult with the Pastor before making any important decisions.
- Assist Bookkeeper and Bookkeeper Assistant

Development Responsibilities:

- Direct efforts to establish principles of stewardship in the parish.
- Arrange fundraising efforts, planned giving, and endowment in conjunction with the diocesan office.
- Participate in planning for future parish facilities.

Administrative Responsibilities:

- Respond and fulfill requests of the pastor in a timely manner.
- Direct the operation of the parish office. Schedule, supervise and evaluate office staff.
- Maintain individual personnel files and records for all employees and ensure that the pastor has access to personnel files.

- Establish and maintain yearly evaluation process of members of the staff. Present the reports to the pastor.
- Oversee operation of parish office computers and duplicating equipment.
- Attend staff meetings and other committee meetings appropriate for this position. Attend diocesan meeting where appropriate for training and development. May serve on search and screen committees.
- Establish guidelines for office volunteers. Maintain schedule and coordinate their work.
- Establish an ongoing maintenance plan for parish facilities.
- Participate in the recruiting, hiring and termination policies of the diocese in collaboration with the pastor. Pastor makes the final decision on all new hires and terminations.
- Ensure that the Diocese of Sacramento safe-environment protocols are in place and followed.
- Coordinate parish liability and property insurance, workers' compensation with diocesan general insurance program.
- Coordinates and prepares parish response to liability and legal concerns, in cooperation with the pastor and diocesan offices as appropriate.
- Oversee the timely opening and closing of the office each day. Ensure that all machines are off, windows and doors are locked, and all appropriate lights and heat, A/C are off.
- Provide reception services for the parish office with the help of Administrative Assistant; welcome and direct visitors, answer telephone and direct calls appropriately
- Together with the Administrative Assistant, sort and distribute daily mail. Receive and sign for UPS, Federal Express, and other shippers who deliver to the front desk. Notify addressees for pick-up; receive letters, packages and other items for pick-up at front desk.
- Establish office record-keeping and filing systems.
- Oversee an inventory of office and Church supplies. Order materials and supplies as needed.
- Together with the Administrative Assistant and clergy, create and send the Bulletin to the publisher - keep things as current as possible. Reach out to people for articles/information when they could use the bulletin as resource to get the news out to the parish.
- Maintain Parish Database (Parish Soft), parishioner information and donation. Send list to Envelope Company for monthly envelope mailing.
- Together with the Administrative Assistant, prepare for Weekend liturgies - prayers of the faithful, mass schedules announcements, taking bulletin to Church.
- Together with the Administrative Assistant, produce and print worship aids for special events.
- Assist in finding supply priests.
- Together with the Administrative Assistant, coordinates, manages and assists in Baptism, Wedding, Funerals, Quinceañeras and other sacramental celebrations

Facilities Management Responsibilities:

- Supervise the maintenance staff and manage major repairs or new construction.
- Negotiate contracts with suppliers and construction firms. Coordinate efforts with the Pastor and the Finance Council.
- Schedule use of parish facilities and ensure all liability and maintenance needs are coordinated. Develops and maintains a calendar that identifies time, date, name of organization as well as room scheduled to use. Coordinates the use of keys for facilities.
- Supervise any major repairs.
- Create agreement for facility use, standards for care, training for users
- Ensure that users leave facilities in good condition
- Solicit and review bids and quotes and negotiate contracts in collaboration with the pastor and the finance council.
- Establish and monitor maintenance program for all properties.
- Respond to urgent problem requests from facility users, including school at all hours

- Establish a committee composed of two or three volunteers to open and close the facilities as needed, especially in the evenings.
- Prepare, administer and communicate a parish security policy.
- Ensure that the parish is in compliance with Diocesan policies regarding temporalities.
- Collaborate with the Finance Council.

Parish Ministry Responsibilities:

- Administer parish business operation at the direction of the pastor and consistent with the parish mission.
- Participate in parish and diocesan faith building programs and activities as directed by the pastor.
- Understand Catholic social teaching and applies it to parish policies.
- Maintain confidentiality in all areas of responsibilities as required.

MINIMUM QUALIFICATIONS:

Education: B. A. in accounting, finance, or equivalent.

Experience: Five years of managerial or professional experience in accounting or business financial management.

Skills / Knowledge:

- Must be bilingual - written and spoken English and Spanish required.
- Knowledge of the Church’s mission in the Diocese of Sacramento;
- Practicing Catholic with knowledge and understanding of the Catholic Church in general;
- General accounting methods and practices, including general ledger, accounts receivable and payable, payroll, taxation, and personnel record keeping; reports writing;
- Correct English usage, spelling, grammar, and punctuation;
- Effective telephone techniques, and filing systems;
- 10-key adding machine operation, computer proficiency: accounting programs, word processing.
- Amicable, thanks and shows appreciation; makes time and interacts with guest; treats everyone with dignity and respect; communicates positively both verbally and non-verbally; strives to exceed guest expectations; displays a sense of urgency; responds to guest feedback; demonstrates reliability and honesty; quickly modifies behavior to deal effectively with change; maintains composure under pressure and stress.

Ability to: Perform testing of account records and internal control systems; analyze accounting and financial data, prepare and deliver written and oral reports with clarity, accuracy, and substance; understands computer programs and application to audit and accounting systems; work well with pastors, other diocesan administrators, and staff, use independent judgment.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE