



Business Manager

Reports to: Rector

Summary

The Business Manager assists with the stewardship of the physical, financial, and personnel resources of the parish. The Business Manager values the responsible organization of parish resources, helping the Church to fulfill its mission and purpose.

Interested candidates should provide a cover letter and resume to Fr. Brian Alford, balford@dio.org

Essential Duties & Responsibilities

1. Oversees financial operations of the parish.
 - a. Develops and supervises all internal financial controls per Diocesan policy.
 - b. Oversees bookkeeping functions including, but not limited to, payables and receivables and all other parish revenue and expense.
 - c. Oversees management of parish operations and financial records.
 - d. Prepares payroll for approval of the Rector. Ensures all funds withheld in the payroll process are paid in accordance with state, federal and Diocesan policy.
 - e. Communicates all necessary information with the Diocesan offices.
 - f. Records all tax-deductible donations and issues annual tax letters to donors.
2. Oversees parish office and maintenance staff.
 - a. Supervises maintenance staff to ensure proper cleanliness of buildings as well as care of buildings and grounds.
 - b. Communicates with appropriate vendors and contractors regarding building maintenance and upkeep.
 - c. Supervises other parish office staff to maintain a friendly office environment and all office tasks are attended to.
 - d. Monitors the equipment of the parish office and orders new equipment when necessary.
 - e. Assists Rector with overseeing major projects and capital improvements according to Diocesan policy and procedures.
3. Onboards employees for parish. Maintains parish personnel records including insurance and employment documents.
 - a. Completes orientation of new employees and necessary employment documents and paperwork. Ensures new employee participates in all required training and has all certifications.
 - b. Communicates with necessary Diocesan offices employment information.
 - c. Monitors all personnel records, both employment and medical.
 - d. Tracks employee personal time off accruals.
4. Serves as Safe Environment Coordinator.
 - a. Ensures completion of training by all staff and volunteers.
 - b. Prepares parish yearly audit for diocesan offices.

- c. Updates program to ensure compliance as well as monitors any discrepancies.
5. Works within the approved budget, develops and implements cost saving measures, and conserves organizational resources.
6. Attends staff meetings and other meetings as required.
7. Other duties as assigned.

Qualifications

- Practicing Catholic in full communion with the teachings of the Church.
- Minimum of Bachelor's Degree in a related area (Business, Accounting, or Finance); or commensurate experience.
- Minimum of 2-5 years management and/or business experience.
- Strong supervisory skills and ability to work well with others with proven ability through experience.
- Oral and written communication skills with attention to accuracy and detail.
- Exhibits high degree of confidentiality, good listening, and comprehension.
- Completes work in a timely manner.
- Self-motivated and able to work with minimal supervision.
- Computer literate with proficiency in Microsoft Office, Quickbooks and other software programs.
- Able to identify problems, gather information, analyze, and develop a solution.
- Excellent interpersonal skills.
- Reacts well under pressure.
- Commitment to continuous learning.
- Ability to adapt in an environment of constant change.
- Valid driver's license.

Working Environment

The Business Manager works in a normal office setting. Must be able to lift 30 lbs. Position is a full-time, exempt position; evenings and/or weekend work may be required.

Signature

Date