

DIRECTOR OF ADMINISTRATION: Job Description

Our Lady of Divine Providence Family of Parishes

I. IDENTIFYING INFORMATION

Position Title: DIRECTOR OF ADMINISTRATION
Status: Full-time, Exempt
Reports to: Pastor, Fr. Henry Hoffmann

II. PRIMARY FUNCTION OF THIS POSITION

The Director of Administration is a key member of the Family Leadership Team (FLT) and reports directly to the pastor. The Director is responsible for effective administration and stewardship of the physical, financial, and human resources of the Family of Parishes (Family), supporting the pastor in his governance ministry.

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Financial Responsibilities

- Implementation and standardization of a parish financial records and cash flow management system across 5 campuses in the Family, utilizing Parish Soft, the Archdiocese of Cincinnati's recommended software.
- Establish robust and timely financial reports for each fiscal year, including timely monthly Financial Statements that are provided to the pastor, Family Parish Council and each Parish Finance & Parish Councils shortly after closing each month.
- Establishes and reviews all budget processes in collaboration with and utilizing relevant parish staff, finance councils, and other commissions and reviewed with the Pastor and Family Parish Council and Parish Councils before the start of the new fiscal year.
- Provides pastor and all relevant Family, Parish, and Finance Councils regular perspective regarding financial health of each Parish and recommendations and coaching on how to improve.
- Establishes and provides oversight to assure the proper processing of payroll, all payroll tax deposits, and timely employee 401k deposits.
- Acts as liaison between the Family and the archdiocese in financial matters.
- Maximize cash management resources and coordinate and review parish organizations' funds.
- Oversees financial aspects of Family fundraising.
- Other duties as assigned by the pastor.

2. Personnel Responsibilities

- Supervise, train, and coach direct and indirect reports on administrative and financial staff (e.g. accounting, bookkeeping, Assistant Directors of Finance, HR, facilities, IT, etc.) including regular one-on-one supervisory meetings with team members as well as regular team meetings.
- Serve as primary human resource officer for the Family and all employees. Assists the Pastor in addressing all HR issues and identifying training and coaching opportunities across the Family.
- Establishes and maintains role descriptions and performance evaluation processes for all staff, including Annual Performance Reviews for all employees performed by their direct managers.
- Oversee the establishment of proper salary and benefit programs.
- Liaise with the Pastoral Center Human Resources Dept.

3. Administrative Responsibilities

- Determines and implements the system(s) for the proper management of the parish office(s).
- Implements systems for the proper management of Family records. This includes proper computer systems, training, and maintenance.
- Assures the proper coordination of Family property, liability, and workers' compensation insurance within the archdiocesan general insurance program.
- Assures the proper maintenance of all cemetery records if applicable.
- Maintains good working relationships, effective communications between Family communities, various groups, and outside authorities.
- Consults with and advises the pastor and (where applicable) school principal(s) on business, administrative, and HR matters that affect the Family and school(s).

4. Facilities Management Responsibilities

- Oversee the Manager of Facilities whose responsibilities include:
- maintenance and needed improvements to all real property of the Family of Parishes.
- Identify all current year and deferred maintenance expenses and properly report them on Parish Financial Statements.
- Supervises and coaches all Building & Grounds personnel.
- Assure the proper supervision of any major construction, improvement or repair, in coordination with the Pastoral Center Facilities Mgmt. Office.
- Assure the timely solicitation and review of bids and quotes and the negotiation of contracts.
- Assures the establishment and proper monitoring of preventative maintenance programs for all Family properties, including repairs,

- upkeep, and contracts for maintenance.
- Assure the establishment of proper property security systems (buildings, keys, files, etc.).

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE AND/OR ABILITIES (SKAs)

- Must have excellent interpersonal communication skills
- Must have supervisory experience and demonstrated collaboration skills.
- Must have good organizational skills
- Must have good facilitation skills
- 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

Five to ten (5-10) years business management experience required; BA in Business Management, Human Resources, Accounting, or related field required. Parish/School or non-profit experience preferred; MBA/MA or CPA preferred.

VI. WORKING ENVIRONMENT

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

Employees of Our Lady of Divine Providence Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

VII. ACKNOWLEDGEMENT

I have read, understand, and agree to perform all job duties and requirements outlined in this job description.

Employee Signature

Date

Supervisor Signature

Date