PERSONNEL POLICY GUIDELINES FOR PARISHES
JOB DESCRIPTION- BUSINESS MANAGER

I. IDENTIFYING INFORMATION

Position Title: BUSINESS MANAGER
Status: Full-time, Exempt, 12 months
Reports to: Pastor

II. PRIMARY FUNCTION OF THIS POSITION

The Parish Business Manager is an administrator in support of the Pastor's responsibilities to the parish. This administrator is a steward of the physical, financial, and personnel resources of the parish.

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Financial Responsibilities

- Maintains accuracy of all financial files and records, and establishes a responsible cash flow management system
- Prepares, administers, and reviews budget process in collaboration with finance and other commissions, subject to review and/or approval by Parish Council, as required
- Processes payroll
- Attends all necessary Parish committee meetings
- Acts as liaison between the parish and the archdiocese in financial matters
- Maximizes cash management resources
- Coordinates and reviews parish organizations' funds
- Calculates and determines student tuition and fees in collaboration with finance commission and the pastor
- Oversees financial aspects of parish fundraisers
- Other duties as assigned by the Pastor

2. Personnel Responsibilities

- Assists Pastor in hiring staff
- Responsible for progressive discipline and recommending termination when necessary
- Establishes and maintains evaluation process
- Administers salaries and benefits programs
- Supervises administrative and maintenance staff
- Participates in writing and maintaining the hiring and termination policies of the parish in collaboration with the Pastor

3. Administrative Responsibilities

- Directs the management of the parish office

- Oversees the management of the parish records. This includes responsibility for the computer system of the parish, including training and maintenance.
- Coordinates parish property, liability, and workers' compensation insurance within the archdiocesan general insurance program
- Maintains good working relationships, effective communications between parish community, various groups, and outside authorities
- Attends all pastoral staff meetings, commission meetings and Parish Council meetings, as necessary
- Attends all archdiocesan meetings, as necessary, representing the parish and the Pastor
- Consults with and advises Pastor and Principal on business and administrative matters that affect the parish and school

4. Facilities Management Responsibilities

- Supervises any major construction, improvement or repair, liaison with Archdiocese.
- Solicits and reviews bids and quotes and negotiates contracts
- Responsible for all purchasing
- Establishes and monitors preventative maintenance programs for all properties, including repairs, upkeep, and contracts for maintenance
- Maintains security of property (buildings, keys, files, etc.)
- Member of all parish committees pertaining to construction
- Controls use of parish facilities by various groups

IV. POSITION SPECIFICATIONS/REQUIREMENTS

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

- Must have knowledge of accounting principles and practices
- Must have excellent interpersonal communication skills
- Should have supervisory experience
- Must have good organizational skills
- Must have good record-keeping skills
- Must have computer skills necessary to manage parish systems
- 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

Business degree with emphasis in Accounting or Finance.

V. WORKING ENVIRONMENT

Employees of Holy Angels and St. Anthony Catholic Churches will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Holy Angels and St. Anthony Catholic Churches. 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**