

JOB DESCRIPTION

I. IDENTIFYING INFORMATION

Position Title: Business Manager, Human Resources, St. Gabriel Family of Parishes and Schools

Status: Full-time, Exempt, 12 months

Reports to: Director of Operations, St. Gabriel Family of Parishes and Schools.

II. PRIMARY FUNCTION OF THIS POSITION

The Business Manager, Human Resources is an administrator in support of the Pastor's responsibilities and the strategic vision for St Gabriel Family of Parishes and Schools. This administrator is a steward of the physical, financial, health & safety and personnel resources of the parish.

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Records, Training & Financial Responsibilities

- Maintains accuracy of all vacation, attendance and sickness records via the payroll system.
- Prepares, administers and reviews budget for HR department.
- Responsible for training throughout the Family including all relevant OSHA and other required State of Ohio programs
- Attends all necessary Parish committee meetings
- Acts as liaison between the family and the archdiocese in HR matters.
- Maintains payroll records per retention policy

2. Personnel Responsibilities

- Assists in hiring staff for the parishes and schools
- Responsible for progressive discipline, and recommending termination when necessary.
- Establishes and maintains evaluation process
- Administers salaries and benefits programs
- Participates in the hiring and termination policies of the family, in collaboration with the Leadership Team.
- Maintains knowledge of all issues regarding personnel laws.
- Responsible for yearly open enrollment for benefits
- Champion for communications to employees

3. Administrative Responsibilities

- Oversees the management of the payroll process and ensuring all locations are paid properly. This includes responsibility for tax setup and coordination of records with other parishes.
- Maintains good working relationships, effective communications between family 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 family and Leadership Team.
- Consults with and advises Pastor, Principal and Leadership Team on business and administrative matters that affect the parish and school

4. Facilities Management Responsibilities

- Maintains security of property (Buildings, Keys, files, etc.)
- Member of family committees as needed
- Responsible for security oversight and recommendations

IV. POSITION SPECIFICATIONS/REQUIREMENTS

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

- 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 systems
- Must have good facilitation skills
- Must have ability to manage
- 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

College degree desired and/or five to ten (5-10) years business experience
SHRM Certification desired

V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

Administers parish budget of \$_____.

VI. WORKING ENVIRONMENT

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