Cincinnati Jesuit Parish Family
Parish Family Business Director

I.   **IDENTIFYING INFORMATION**
   A.   Position Title: Parish Family Business Director
   B.   Status: Full-time, Exempt, 12 month
   C.   Reports to: Pastor
   D.   Direct reports: Parish Family Systems Director

II.   **PRIMARY FUNCTION OF THIS POSITION**

The Parish Business Director is an administrator in support of the
Jesuit parish family (St. Xavier Church and Bellarmine Chapel Parish).
This administrator is a steward of the physical, financial, and personnel resources
of the parish family.

III. **POSITION CONTENT**
   A. **Financial Responsibilities**
      1. Maintains accuracy of all financial files and records, and
         establishes a responsible cash flow management system with
         regular reporting to the Pastor
      2. Prepares, administers and reviews yearly budget process in
         collaboration with finance and other commissions
      3. Regularly reviews and updates other staff members on budgets
         throughout the year
      4. Processes payroll
      5. Liaison between the parish and the Archdiocese in financial and HR matters
      6. Maximizes cash management resources
      7. Coordinates and reviews parish organizations' funds
   B. **Personnel Responsibilities**
      1. Assists Pastor in hiring staff and onboarding new staff
      2. Participates in the hiring and termination policies of the parish, in
         collaboration with the Pastor
      3. Administers salary and benefits programs in conjunction with the Archdiocese of
         Cincinnati
      4. Maintains knowledge of all issues regarding personnel laws
   C. **Administrative Responsibilities**
      1. Coordinates parish liability and property insurance, workers'
         compensation and Archdiocesan general insurance program
      2. Responsible for coordinating, maintaining and overseeing contracts with outside
         vendors
      3. Maintains good working relationships, and effective communications
         between parish community, various groups and outside authorities
      4. Attends Pastoral staff meetings and Finance Committee meetings and Parish

Advisory Committee or Parish Council meetings, as needed
5. Attends all archdiocesan meetings, as necessary, representing the parishes and the Pastor
6. Consults with and advises Pastor on business and administrative matters that affect the parish

IV. POSITION SPECIFICATIONS/REQUIREMENTS
  A. Required Skills, Knowledge and/or Abilities
      1. Solid knowledge of accounting principles and practices
      2. Excellent interpersonal communication skills
      3. Supervisory experience
      4. Excellent organizational and record-keeping skills
      5. Good facilitation skills
      6. Ability to maintain confidentiality
      7. Ability to prioritize large numbers of tasks and to be flexible
  B. Required Education, Training and/or Experience
      1. College degree in management or business related field required
  C. Preferred Skills and Experience
      1. Experience in parish leadership
      2. Familiarity with Jesuit Spirituality
      3. Graduate Degree in management or business related field

V. WORKING ENVIRONMENT
  A. This position includes some evenings and/or weekend work, as required for ongoing project management
  B. This position requires in-person work while allowing for some remote work options
  C. In-person work will occur at both locations
      1. The parishes have two separate offices. Bellarmine Chapel is on the campus of Xavier University and St. Xavier Church is located in downtown Cincinnati.
  D. This Employees of St Xavier Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St Xavier Church and Bellarmine Chapel. 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.

To apply for this position, please send your resume and cover letter to Mary Stutler mstutler@stxchurch.org