

JOB DESCRIPTION - BUSINESS MANAGER

I. IDENTIFYING INFORMATION

Position Title:	BUSINESS MANAGER
Status:	Full time, Non-exempt, 12 months
Reports to:	PASTOR

II. PRIMARY FUNCTION OF THIS POSITION

Performs a variety of tasks for the Uptown Catholic Family of Parishes and Corryville Catholic School such as, but not limited to, processing the incoming and outgoing cash of all accounts, to administer staff payroll and related needs, and to safeguard assets through financial analyses and internal control procedures. In addition to these day-to-day operations will be responsible for the facilities and their upkeep, any Human Resources matters, and any other tasks as assigned by the Pastor.

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. General Administrative and Office Management
 - a. Provide supervision of office staff (bookkeeper and secretary/receptionist)
 - b. Provide administrative, purchasing and clerical support to ministry staff
 - c. Manage computer system, technology, and phone system needs and requirements
 - d. Collaborate with the Diocese for training and general support
 - e. Manage maintenance of and training on church database software
2. Financial
 - a. Supervise bookkeeper on all payroll, banking, tithing and tax related matters, as well as the overall financial record keeping for the parish
 - b. Facilitate the preparation of the parish budget with input from Pastor and Finance Council
 - c. Prepare monthly financial statements and present to Finance Council at Quarterly meetings
 - d. Provide financial updates to parishioners on a quarterly basis following the finance council meetings
 - e. Schedule and manage volunteers to count weekend collection

- f. Oversee the management of both parish and Diocesan fund drives
 - g. Balance all bank statements
 - h. Collaborate with the Diocese as needed
 - i. Prepare annual financial reports for the Diocese and coordinate signatures with Finance Council
 - j. Supervise payroll and the preparation of and processing of all deposits and expenses, including and not limited to payroll, office supplies, and bank card reconciliations
3. Facility Management
- a. Supervises grounds maintenance and contacting contractors/vendors
 - b. Maintains clean and safe environment in work area
 - b. Provide tours to parties interested in renting facility halls and rooms
 - c. Coordinate special needs of renters with parish maintenance staff
 - d. Assist maintenance staff in administrative and financial matters
 - e. Prepares and Finalizes any rental policies and payments and coordinates with the Secretary in communication to the renters.
4. Committees
- a. Attend all Finance Council and office staff meetings
 - b. Be responsive to the administrative and clerical needs of all committees
 - c. Attend Diocesan Business Manager meetings
5. Human Resources
- a. Supervises all new-hires, schedules orientations, coordinates training, and all paperwork for onboarding
 - b. Supervises all exit interviews, resignation letters, and terminations of employment
 - c. Maintains the personnel files and is responsible, with consultation from the Pastor, for any improvement plans of staff and keeping accurate records of evaluations and development for staff
 - d. Coordinates with the Pastor in making any hiring decisions and changes in employment status.
 - e. Maintains records of employee benefits.
 - f. Responsible for maintaining accurate employee records such as vacation, medical leave, pension, personal leave, etc.
5. General
- a. Act as “point person” for inquiries on parish business and administrative matters, making appropriate referrals as needed
 - b. Be a catalyst for good cooperation and business relationships among all parish entities, staff, committees and parishioners
 - c. Maintain spiritual influence and presence in overall administrative activities of the parish

B. Corryville Catholic School Responsibilities:

1. Financial Responsibilities

- Prepares, administers and reviews budget process (including annual CISE budgets, TA-132, and school budget) in collaboration with finance and other commissions, subject to review and/or approval by the Board as required
- Attends all necessary Board, Finance, and Development committee meetings including CISE
- Acts as liaison between the school and the archdiocese in financial matters
- Supervises coordination and review of organizations' funds

2. Personnel Responsibilities

- Establishes and maintains evaluation process of Development Office, Cafeteria, and Maintenance staff
- Administers salaries and benefits programs
- Supervises Development Office, Cafeteria, and Maintenance staff
- Maintains knowledge of all issues regarding personnel laws.

3. Administrative Responsibilities

- Coordinates liability and property insurance, workers' compensation with archdiocesan general insurance program
- Attends all archdiocesan meetings, as necessary, representing the school
- Consults with and advises Principal and the Board on business and administrative matters that affect the school

4. Facilities Management Responsibilities

- Supervises bookkeeping and payroll services to the school
- Maintains Direct Positive Pay through Fifth Third for Corryville Catholic School
- Supervises any major construction, improvement or repair; liaison with the Archdiocese.
- Solicits and reviews bids and quotes and negotiates contracts
- Establishes and monitors preventative maintenance programs for all properties, including repairs, upkeep, and contracts for maintenance
- Maintains security of property (Buildings, Keys, files, etc.) (Principal issues keys)
- Member of all committees pertaining to construction

IV. POSITION SPECIFICATIONS/REQUIREMENTS

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

- Microsoft Office 365, Google GMail and Calendar, and Paylocity
- Relevant training on equipment necessary for job
- Ability to lift and move heavy objects
- Valid driver's license

B. EDUCATION, TRAINING AND/OR EXPERIENCE

Requires four years of high school or equivalent, and prior experience in accounting and bookkeeping of financial records is preferred.

V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

None

VI. WORKING ENVIRONMENT

- All Employees work at the Parish Offices at St. Monica-St. George.
- The Business Manager will maintain an office and normal hours of operation.

Employees of UPTOWN CATHOLIC FAMILY will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of UPTOWN CATHOLIC FAMILY. 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.