



Blessed Sacrament Church

2409 Dixie Highway, Ft. Mitchell, KY 41017

859-331-4302

BUSINESS MANAGER JOB DESCRIPTION

Blessed Sacrament Parish is seeking a Parish Business Manager. This person will be a professional administrator who reports directly to the Pastor. He or she will assist the Pastor with the stewardship of the physical, financial and personnel resources of the parish, in accordance with diocesan policies and procedures. The Parish Business Manager is a person of faith committed to Gospel values and will help the Church fulfill its mission and purpose.

FINANCIAL MANAGEMENT

- Financial Reports: Prepare and analyze financial reports and annual Diocesan reports, track the organization's financial performance, and ensure accuracy. Serves as liaison to Parish Finance Council.
- Budgeting and Forecasting: Collaborate with management to develop budgets and financial forecasts, monitoring actual performance against projected figures and identifying variances.
- Bookkeeping/ Accounts Payable and Receivable: Manage the accounts payable and accounts receivable processes, ensuring timely invoices, payment processing, and reconciliation to maintain healthy cash flow.
- Manages the Faith Direct and FACTS programs that assist with collecting and recording offertory and school tuition payments.
- Payroll & Processing: Oversee payroll administration, including accurate calculation of employee wages, tax withholding, and benefit deductions, and ensure compliance with relevant laws and regulations.
- Manages bank relations for the Parish to include management of accounts and problem solving.
- Ensures compliance with Kentucky Charitable Gaming Regulations.

FACILITIES MANAGEMENT

- Oversees major repairs, renovations, and capital projects in accordance with diocesan policies and manages custodial maintenance functions.
- Maintains Parishioner database.
- Oversees computer management, IT infrastructure and phone system.
- Acts as liaison to diocesan administrative agencies.
- Responsible for parish security, leasing, rental, and use of parish facilities.

PERSONNEL MANAGEMENT

- Assists Pastor with hiring and termination procedures, job descriptions, personnel evaluations, employee benefits and open enrollment.
- Directs the management of the parish office.

GENERAL DUITES

- Oversee preparation of Sunday bulletins and other print materials, emails, and social media account content
- Attends meetings relative to the role, as necessary.
- Interacts with school principal on all operations and financial matters, as necessary.

QUALIFICATIONS

- Bachelor's degree in business, preferred.
- 5+ years of experience in accounting and office management.
- Experience using QuickBooks Online.
- Proficient in Excel, Word, and other Office 365 programs.
- Excellent organizational, communication and leadership skills.

BENEFITS

- Competitive salary based on experience / qualifications
- Health Insurance
- Retirement plan
- Vacation / PTO
- Paid Holidays