

JOB DESCRIPTION - BUSINESS MANAGER

I. Identifying Information

Position Title: Business Manager
Status: Full-time; Exempt
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 financial, personnel, and physical resources of the parish.

III. Position Content

A. Financial Responsibilities

- Maintains accuracy of all financial files and records, and establishes a responsible cash flow management system; reconciles monthly bank statements
- Prepares, administers, and reviews budget process in collaboration with Finance Committee, subject to review with Parish Council
- Prepares, administers, and reviews tuition creation process in collaboration with Finance Committee, subject to review with Parish Council
- Processes payroll; ensures timely employee 401k deposits
- Attends all necessary Parish committee meetings
- Acts as liaison between the parish and the Archdiocese in financial matters
- Coordinates and reviews parish organizations' funds, e.g. Athletic Association, Parent/Teacher Committee
- Oversees financial aspects of parish fundraisers
- Manages cash flow activities, e.g. deposits, cheque writing
- Manages banking resources
- Analyzes and presents status of parish financials to Finance Council, Parish Council and, on an annual basis, the Parish itself
- Other duties as assigned by the Pastor

B. Personnel Responsibilities

- Assists Pastor in hiring staff
- Responsible for management of progressive discipline
- Establishes and maintains evaluation process
- Administers salaries and benefits programs
- Supervises administrative, maintenance, and cafeteria staffs

- Participates in writing and maintaining the Human Resource Policies & Procedures Handbook

C. Administrative Responsibilities

- Directs the management of the parish office
- Oversees the management of the parish records.
- Coordinates parish property, liability, and workers' compensation insurance within the Archdiocesan general insurance programs
- Maintains all cemetery records, working closely with cemetery management
- Maintains good working relationships and effective communications with parish community, various groups, and outside authorities
- Attends all pastoral staff meetings, Parish Council meetings, and commission 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
- Negotiates and manages all parish contracts, working with Archdiocese as necessary
- Coordinates the festival preparation between the festival committee and parish personnel

D. Facilities Management Responsibilities

- Supervises any major construction, improvement, or repair, coordinating with Archdiocese if necessary.
- 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, e.g. buildings, keys, files
- Member of all parish committees pertaining to construction; participating on Building & Grounds Committee
- Controls use of parish facilities by various groups
- Manages all building management systems, e.g. HVAC controls, building door locks, fire security systems, and video security programs

IV. Position Specifications/Requirements

A. Skills, Knowledge and/or Abilities

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

- Must have good quantitative analytical skills
- 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
- Should have supervisory experience

B. Education, Training and/or Experience

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

V. Working Environment

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

Employees of St. John the Baptist Catholic 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. John the Baptist Catholic Church. 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.

VI. Acknowledgement

I have read, understood, and agree to perform all job duties and requirements outlined in this job description.

Employee Signature

Date

Supervisor Signature

Date