

**St. Veronica Business Manager
Family 7, St. Mary's Deanery
POSITION DESCRIPTION**

POSITION TITLE: Business Manager

DEPARTMENT: Staff/Exempt

REPORTS TO: Pastor (Family of Parishes Director, when hired.)

I. 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 physical, financial, and personnel resources of the parish.

II. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Financial Responsibilities
 - Maintains accuracy of all financial files and records, and establishes a responsible cash flow management system
 - Prepares, administers and reviews budget process in collaboration with finance and other commissions, subject to review and/or approval by Parish Council, as required
 - Attends all necessary Parish committee meetings
 - Acts as liaison between the parish and the archdiocese in financial matters
 - Maximizes cash management resources
 - Coordinates and reviews parish organizations' funds
 - Oversees Festival and all finances thereof
2. Personnel Responsibilities
 - Assists Pastor in hiring staff
 - Responsible for progressive discipline, and recommending termination when necessary.
 - Establishes and maintains evaluation process
 - Administers salaries and benefits programs
 - Supervises parish secretary, clerical aides, financial staff and maintenance staff
 - Participates in the hiring and termination policies of the parish, in collaboration with the Pastor
 - Maintains knowledge of all issues regarding personnel laws.
3. Administrative Responsibilities
 - Directs the management of the parish office
 - Oversees the management of the parish records. This includes responsibility for the computer system of the parish, including training and maintenance.

- Coordinates parish liability and property insurance, workers' compensation with archdiocesan general insurance program
- Maintains all cemetery records if applicable
- Maintains good working relationships, effective communications between parish 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 parish and the Pastor
- Consults with and advises Pastor and Principal on business and administrative matters that affect the parish and school

4. Facilities Management Responsibilities

- Supervises any major construction, improvement or repair; liaison with Archdiocese.
- 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 (Buildings, Keys, files, etc.)
- Member of all parish committees pertaining to construction
- Controls use of parish facilities by various groups

III. POSITION SPECIFICATIONS/REQUIREMENTS

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

- Must have knowledge of accounting principles and practices
- 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 parish system
- 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
- Other responsibilities, as necessary

B. EDUCATION, TRAINING AND/OR EXPERIENCE

College degree desired, including accounting and/or business courses, and/or five to ten (5-10) years' business experience

IV. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

Administers parish budget. Be willing to work Business Managers in Family of Parishes.

V. WORKING ENVIRONMENT

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

VI. ORGANIZATION RESPONSIBILITY

Employees of St. Veronica will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. 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.