

Diocese of Sacramento JOB DESCRIPTION

POSITION:	PARISH BUSINESS MANAGER
CATEGORY:	
RANGE:	FULL TIME

REPORTS TO: Pastor

JOB SUMMARY: The Parish Business Manager serves as a staff resource in support of the pastor, fulfilling parish administrative needs in finance, buildings and grounds, and personnel. Direct responsibility for the administration of personnel policies and procedures and human resource management and the financial management of the parish.

Applies the professional skills and knowledge of specialized field to perform work without specific directions using considerable judgment. Collaborates with and advises pastor.

ESSENTIAL FUNCTIONS:

I. Financial Responsibilities

- Responsible for maintaining an adequate internal control system to safeguard parish assets and ensure the efficient stewardship of parish resources including an appropriate risk management program.
- Maintains an accurate filing, record keeping and reporting system for all parish financial matters. Prepared monthly, quarterly and year-end reports for parish and diocese as needed.
- Monitors the collection, counting, recording and depositing of parish revenue from all sources.
- Prepares, administers, and reviews the budget process in collaboration with the pastor, the Finance Council and other committees. Assists the Finance Council in preparing the annual operating budget.
- Payroll - either issuing checks or coordinating with Diocesan Payroll. Ensure proper input / distribution and maintenance of records.
- Benefits - maintain all benefits / retirement in proper status to include religious and clergy. Pay quarterly health insurance, workersq comp, bulk insurance liability, etc.

- Administers a cash flow management system with purchasing and payment schedules clearly defined.
- Accounts payable - issues checks and posts accounts. Handles all vendor relationships.
- Ensures a functioning stewardship program and planned giving program.
- Reports - prepare and maintain budget reports to include obtaining monthly accountability from all departments / groups, annual parish report, annual financial report, and file Business 571L1 Tax Exemption forms.

II. Administrative Responsibilities

- Directs the operation of the parish office. Schedules, supervises and evaluates office staff. Oversees operation of parish office computer and duplicating equipment.
- Supervises or directs the maintaining of parish membership and sacramental records.
- Attends staff meetings and other committee meetings appropriate to the position. Attends diocesan meetings where appropriate for training and development.
- Administers parish salary and benefit policies as directed by the pastor and Personnel Committee. May serve on search and screen committees.
- Assists with hiring and selection of personnel in collaboration with the pastor and Personnel Committee. Maintain confidential personnel files and administer diocesan personnel procedures to ensure compliance.
- Coordinates and prepares parish response to liability and legal concerns, in cooperation with the pastor and diocesan offices as appropriate.
- Monitor parish responsibility for local cemetery administration, if applicable.

III. Facilities Management Responsibilities

- Supervises the maintenance staff and manages major repairs or new construction.
- Negotiates contracts with suppliers and construction firms. Coordinates efforts with Building and Grounds Committee.
- Schedules use of parish facilities and ensures all liability and maintenance needs are coordinated.

- Prepares, administers and communicates a parish security policy.
- Collaborates with the Buildings and Grounds Committee.

IV. Parish Ministry Responsibilities

- Administers parish business operations at the direction of the pastor and consistent with the parish mission.
- Participates in parish and diocesan faith building programs and activities as directed by the pastor.
- Understands Catholic social teaching and applies it to parish policies.
- Maintains confidentiality in all areas of responsibilities as required.

V. Minimum Qualifications

- **Education:** B.A. in accounting, finance, or equivalent.
- **Experience:** Five years managerial or professional experience in accounting or business financial management.
- **Skills/Knowledge:** Knowledge of the Church's mission in the Diocese of Sacramento; general accounting methods and practices, including general ledger, accounts receivable and payable, payroll, taxation, and personnel record keeping; report writing; correct English usage, spelling, grammar, and punctuation; effective telephone techniques; and filing systems; 10-key adding machine operation; computer proficiency: accounting programs, word processing.
- **Ability to:** Perform testing of account records and internal control systems; analyze accounting and financial data; prepare and deliver written and oral reports with clarity, accuracy, and substance; understand computer programs and application to audit and accounting systems; work well with pastors, other diocesan administrators, and staff; use independent judgment.

Familiarize oneself with all aspects of Diocesan policies and procedures for finances by studying the Parish Financial Management Handbook available online at the diocesan website www.diocese-sacramento.org.

Employee Signature

Date

Supervisor Signature

Date