

# Sample: Parish Business Manager

## St. John Paul II Parish

### Position Profile

<b>Job Title:</b>	<b>Parish Business Manager</b>
<b>Department:</b>	<b>Parish Administration</b>
<b>Location:</b>	<b>St. John Paul II Parish</b>
<b>Reports to:</b>	<b>Pastor</b>
<b>Classification:</b>	<b>Hourly</b>
<b>FLSA:</b>	<b>Non-Exempt; Full-Time (or Part-Time, depending on needs)</b>
<b>Budget:</b>	<b>00554 (the account the payroll is charged)</b>
<b>Date Created:</b>	<b>08/23/2023 (updated)</b>

### I. 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. Performs work without specific directions using considerable judgment. Collaborates with and advises pastor.

### II. Duties and Responsibilities

#### a. Financial Responsibilities

- i.** 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.
- ii.** Maintains an accurate filing, record keeping and reporting system for all parish financial matters. Prepares monthly, quarterly and year-end reports for parish and diocese as needed.
- iii.** Monitors the collection, counting, recording and depositing of parish revenue from all sources.
- iv.** 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.
- v.** Prepares, administers and coordinates payroll; maintains all benefits programs in consultation with Diocesan Office of Human Resources.
- vi.** Administers a cash flow management system with purchasing and payment schedules clearly defined; issues checks and posts accounts; handles all vendor relationships.

#### b. Administrative Responsibilities

- i.** Directs the operation of the parish office. Schedules, supervises and evaluates office staff. Oversees operation of parish office computer and duplicating equipment.

- ii. Supervises or directs the maintaining of parish membership and sacramental records.
  - iii. Attends staff meetings and other committee meetings appropriate to the position; attends diocesan meetings where appropriate for training and development.
  - iv. Administers parish salary and benefit policies as directed by the pastor and Personnel Committee. May serve on search and screen committees.
  - v. 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.
  - vi. Coordinates and prepares parish response to liability and legal concerns, in cooperation with the pastor and in consultation with diocesan offices as appropriate.
- c. Facilities Management Responsibilities
- i. Supervises the maintenance staff and manages major repairs or new construction.
  - ii. Negotiates contracts with suppliers and construction firms; coordinates efforts with Building and Grounds Committee.
  - iii. Oversees use of parish facilities and ensures all liability and maintenance needs are coordinated.
  - iv. Prepares, administers and communicates a parish security policy.
  - v. Collaborates with the Buildings and Grounds Committee.

### III. Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education/Experience:** Bachelor's degree (B. A.) from four-year college or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

**Religious Requirement:** Must be a practicing Roman Catholic who upholds the teaching and traditions of the Catholic Church and who possesses a sound working knowledge of the Catholic faith and Church hierarchy.

**Language Ability:** Ability to read, analyze, and interpret general business periodicals, professional journals, or governmental regulations. Ability to write reports, business correspondence, and work instructions. Ability to effectively present information and respond to questions from groups of managers, Diocesan staff, customers, and the general public.

**Math Ability:** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

**Computer Skills:** To perform this job successfully, an individual should have knowledge of MS Word, Excel, Outlook, and Internet software.

**Supervisory Responsibilities:** Directly supervises 6 to 8 employees. Carries out supervisory responsibilities in accordance with Diocesan policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

#### **IV. Competencies**

To perform the job successfully, an individual should demonstrate the following competencies :

Project Management - Develops project plans; Coordinates projects; Communicates changes and progress; Manages project team activities.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

Delegation - Delegates work assignments; Matches the responsibility to the person; Gives authority to work independently; Sets expectations and monitors delegated activities; Provides recognition for results.

Managing People - Includes staff in planning, decision-making, facilitating and process improvement; Takes responsibility for subordinates' activities; Makes self available to staff; Provides regular performance feedback; Develops subordinates' skills and encourages growth; Improves processes and services.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

#### **V. Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.

## VI. Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee must occasionally lift and/or move up to 20 pounds. While performing the duties of this job, the employee is required to stand, walk, stoop, talk, reach, sit, hear, handle and perform repetitive motions of the hands/wrists and feet.

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Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date