

Immaculate Conception Parish
720 Liberty Street
Clarion, PA 16214
(814)226-8433

Position Description

Job Title: Business Manager

Reports To: Pastor

Position Status: Full-Time Regular, Exempt

Location: Rectory

I. Position Objective: To identify, record and report all transactions of the church and school and maintain a uniform system of accounting, provide adequate and timely information regarding the cash flow needs of the parish so as to ensure the satisfaction of all parish obligations and Diocesan assessments as they become due, and enable the completion of required reports in a timely manner.

II. Job Responsibilities and Duties:

- Support the ministry goals of Immaculate Conception through the application of expertise primarily in areas of accounting and human resources.
- To perform other necessary and related work as may be assigned or as indicated in the Diocese of Erie Parish Financial Practices Policy Manual.
- Ex-Officio member of the Finance Council and Faith Formation Council.
- Liaison to parish Special Events, Buildings and Grounds, and Technology committees.
- Maintain personnel files for all employees.
- Communicate benefit information to employees.
- Report property, liability, and worker's compensation claims.
- Report unemployment information/claims.
- Analysis of trends.
- Other duties as assigned.

PARISH

- Obtain and record pledges made during the annual stewardship drives and #iGiveCatholic campaign.
- Prepare annual giving statements and thank you letters for special gifts.
- Post weekly contributions to general and special funds.
- Keep confidential all financial contribution information.
- Enter all invoices submitted for payment, cut checks, submit to Pastor for signature, and prepare for mailing.
- Reconcile checking accounts and investment accounts monthly.
- Prepare reports for Pastor, School Principal and Parish Finance Council.
- Process payroll on a bi-weekly basis.
- Prepare 1099's at year-end.
- Prepare a yearly budget draft for review and adoption by the Parish Finance Council.
- Prepare for and cooperate with those appointed to perform financial audits.

- Prepare year-end financial reports.
- Maintain and update contribution information in the church management program.
- Maintain offertory envelope system.
- Order office supplies as needed.
- Coordinate the repair/maintenance of church office equipment.
- Secure Small Games of Chance, Bingo, and Special Event Liquor licenses.

SCHOOL

- Prepare and mail monthly tuition statements.
- Post tuition receipts.
- Handle deposits and accounts payable for SCRIP and other school programs.

III. Qualifications:

Education: Bachelor’s Degree from an accredited educational institution. Master’s Degree in Business Administration preferred.

Experience: Experience in accounting work. Must have all necessary clearances to work in a church environment and provide proof of Covid-19 vaccination.

IV. Competencies:

1. Demonstrates proficiency in computer skills including Word and Excel, and adaptability to Immaculate Conception’s software.
2. Practical experience in fund-based accounting and account reconciliation.
3. Attention to detail and precision in account reconciliation and report generation.
4. A commitment to good interpersonal relationships, teamwork and support of church ministries, and a pleasant personality.
5. Demonstrates a commitment to confidentiality.
6. Dependable attendance.
7. Administrative ability to organize clearly and communicate effectively.
8. Ability to multi-task.
9. Possesses strong administrative skills and the ability to work independently without supervision.

V. Physical Capabilities:

1. Must be able to perform necessary duties to execute the tasks required.

Employee Signature: _____ **Date:** _____

Supervisor Signature: _____ **Date:** _____