

| Parish / School  | JOB DESCRIPTION                                |
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| <u>Position/Title:</u><br>Parish / School Business Manager | <u>Department:</u><br>St. Bernard of Clairvaux |
| <u>Reports To:</u><br>Pastor / Principal                   | <u>Date:</u><br>June 10, 2020                  |
| <u>FLSA Status:</u><br>Full – Time Exempt                  |  |

### **General Summary of the Position**

The Parish / School Business Manager is a leadership role in support of the pastor's responsibilities to the parish. This leader is a steward of the physical, financial, and personnel resources of the parish.

### **Essential Duties and Responsibilities of the Position**

**The parish / school business manager either directly performs or is responsible for the supervision / management of personnel and/or volunteers directly performing duties in the following areas:**

#### **Functional Areas of Responsibility -**

##### **General Operations Management:**

- Maintain positive relationships and effective communication between parish / school community, various groups and outside authorities
- Attend and present information at pastoral / school staff meetings, committee meetings and Parish Finance Council meetings
- Attend diocesan administration meetings representing the parish / school and the pastor / principal. Distribute and disseminate information obtained at these meetings to all parish / school personnel.
- Consult with and advise pastor and/or principal on business and administrative matters that affect the parish and/or school
- Direct the management of the parish office
- Oversee the management of the parish records
- Maintain all cemetery records if applicable
- Coordinate parish casualty, property, and workers' compensation insurance with the diocesan master insurance program
- Direct or provide input into parish / school stewardship, development, and fundraising initiatives.
- Oversee the management of parish/school information technology.
- Participate in strategic planning and day-to-day execution of strategic goals/objectives.
- Maintain familiarity with all applicable policies and procedures.

### **Finance and Accounting:**

- Maintain accuracy of all financial files and records, and establish a responsible cash flow management system
- Prepare, administer, and review budget process in collaboration with finance and other commissions, subject to review and/or approval by Parish Finance Council and the Pastor.
- Act as liaison between the parish / school and the diocese in financial matters
- Maximize cash management resources
- Coordinate and review parish / school based organizations' funds
- Maintain accurate accounting following generally accepted accounting principles
- Ensure financial accountability and stewardship policies and procedures are implemented and maintained.

### **Human Resources:**

- Establish and maintain personnel performance evaluation process
- Evaluate, hire, train, and coach direct reports
- Administer salaries and benefits programs
- In collaboration with the pastor / principal, establish and implement personnel policies
- Establish and conduct employee training for all staff
- Process new hire / termination paperwork

### **Facility and Asset Management:**

- Coordinate parish purchasing of supplies
- Responsible for ensuring use of parish facilities by various groups complies with all applicable policies
- Supervise any major construction, improvement or repair
- Solicit and review bids and quotes and negotiate contracts
- Establish and monitor preventative maintenance programs for all properties and vehicles
- Establish emergency procedures for staff
- Maintain security of property (keys, files, valuables, etc.)

### **Other Duties:**

- Functions as a resource and supporting team member for all Parish/School activities and events
- Additional duties as assigned by Pastor

### **Knowledge, Skills and Abilities:**

- Thorough knowledge of accounting principles and practices
- Solid business operational experience
- Excellent interpersonal communication skills
- Supervisory and leadership experience
- Proven organizational skills including the ability to manage multiple tasks and projects simultaneously, meet deadlines and produce high quality results quickly
- Excellent computer skills: MS Office suite of products; internet applications; Quickbooks Accounting Software
- Good record-keeping skills
- Good facilitation skills
- Collaborative style that fosters workplace excellence and mutual staff support
- Highly motivated; able to work independently and as part of a team and with energy, optimism and persistence
- Ability to present oneself professionally
- Ability to maintain confidentiality
- Ability to prioritize and to be flexible
- Able to work frequent evenings and/or weekends and work an unpredictable schedule when necessary

### **Education and Experience:**

- Bachelor's Degree desired in Accounting or a closely related field
- 5 – 10 years of business experience, non-profit experience preferred.

**Background Check:** This position requires a criminal background check and credit check.

**Language requirements:** English proficiency required. Bilingual English/Spanish preferred.