

# Holy Cross Church

## Job Description Business Manager

**Position Summary:** The Business Manager is an administrator in support of the Pastor's responsibilities to the parish. This person is a steward of the physical, financial and personnel resources of the parish.

**Reports to Pastor and is a full-time position and is non-exempt**

### Responsibilities:

#### A. Financial Responsibilities

1. Maintains accuracy of all financial files and records and establishes a responsible cash flow management system.
2. Prepares, administers, and reviews budget process in collaboration with finance and other commissions, subject to review and/or approval by the Parish Council and the Pastor.
3. Acts as liaison between the parish and the diocese in financial matters
4. Maximizes cash management resources.
5. Responsible for Accounts payable
6. Coordinates and reviews parish organizations' funds.
7. Prepares financial statements monthly.
8. Maintains parishioner financial information on PDS Church Office Management.
9. Prepares and send out year-end tax contribution letters.
10. Gaming Reports (Raffle License) – Maintains records for each gaming event/raffle throughout the year and files for annual or special event raffle license renewal.
11. Coordinates and maintains Catholic Ministry Appeal records for the parish, with the Catholic Diocese.

#### B. Personnel Responsibilities

1. Establishes and maintains evaluation process
2. Administers salaries and benefits programs
3. Supervises parish secretary-and maintenance staff.
4. Participates in the hiring and termination policies of the parish in collaboration with the Pastor.

#### C. Administrative Responsibilities

1. Oversees the management of parish financial records
2. Coordinates parish liability and property insurance, and workers' compensation with diocesan general insurance program.
3. Maintains good working relationships, effective communications between parish community, various groups and outside authorities.

4. Attends parish staff and Finance Council meetings.
5. Attends diocesan meetings for Business managers as necessary, representing the parish and the pastor.
6. Consults with and advises the school Principal on business and administrative matters that affect the parish and school.
7. Oversees annual training of all ministries.

**D. Facilities Management Responsibilities**

1. Supervises any major construction, improvement or repair
2. Solicits and reviews bids and quotes and negotiates contracts.
3. Establishes and monitors preventive maintenance programs for all properties.
4. Schedules rental use of Facilities.
5. Acts as liaison between parish and tenant of rental property.
6. Manages keys for the campus.
7. Oversees all buildings for Masses, any special events, and sacraments.

**Position Specifications/Requirements**

**A. Skill, Knowledge and/or Abilities**

1. Must have knowledge of accounting principles and salaries.
2. Must have excellent interpersonal communication skills.
3. Must have supervisory experience.
4. Must have good organizational, record keeping and facilitation skills.
5. Must have ability to manage and maintain confidentiality.
6. Must have ability to present oneself professionally.
7. Must have ability to prioritize and to be flexible.

**B. Education, Training and/or Experience**

1. College degree desired and/or five to ten (5-10) years business experience
2. Member of Catholic church and follows Catholic tradition, teaching, and values

**Responsibility for Quantifiable measures:**

1. Administers parish budget.

**Working Environment**

1. Must work in cooperation with other members of the parish and school staff.
2. Must maintain a workspace that is welcoming and professional.

Interested applicants should send their resume to Fr. Gary Kaiser at [gkaiser@evdio.org](mailto:gkaiser@evdio.org)