

St. Anthony's of Clarksville Catholic Church
Business Manager
Full Job Description

Position Title: Business Manager

Location: St. Anthony of Padua Catholic Church-Clarksville, IN

Status: Full-time

FSLA: Exempt

Reports to: Pastor

Supervises: Parish Staff

Salary: Dependent on Experience

Start Date: December 2024

Financial Responsibilities

- Maintains an accurate filing, record-keeping and reporting system for all parish financial matters. Working with the finance committee and Pastor on preparing any monthly, quarterly, and year-end reports for the parish and Archdiocese
- Monitoring the collection, counting, recording, and depositing of parish revenue from all sources.
- Prepares invoices with coding and special instructions where applicable.
- Managing draws from and deposits to Archdiocesan savings accounts, and any other special projects as requested.
- Conducts payroll review and submits payroll for parish/school.
- Reviews financial data provided by parish accountant/CPA.
- Serves as a parish contact with financial institutions and the Archdiocese.

Compliance

- Ensures completion of all necessary applications for gaming licenses and all required post-event filings. Ensures event committee has licenses properly displayed on marketing info and at the event.
- Collects tax information and prepares check requests for all gaming activity winners. Prepares list of 1099 and W2G recipients for the Business Coordinator.
- Prepares annual NP-20 and Conflict of Interest Statements.
- Manages all internal control audits and processes.
- Filing of the annual school cafeteria financials with the Indiana Department of Education.

Administrative

- Creates the directory file for the annual parish directory
- Serves as a non-voting member of the parish Finance Committee and attend Pastoral Council meetings as requested.
- Coordinates and oversees facility maintenance initiatives including the review and approval of project quotes and vendor contracts.
- Manages the access to our financial documents stored.
- Oversees administration of all Parish human resource needs, and ensures compliance with Archdiocesan human resource policies, specifically including employee benefits, employee grievances, and payroll.

- Acts as liaison between all employees and Archdiocesan Human Resources Department.
- Manages staff credit card accounts and online purchase accounts including the issuance/cancelation of cards, processing of payments, and collection of employee receipts to input or oversee for ledger entry.
- Updates Online Giving for all chancery collections and assist parishioners with online giving questions
- Manages administrative access to PDS software tools.
- Posts all church contributions to parishioner tithing accounts.
- Prepares and send all necessary 1099s and W2Gs, as well as generates tax statement letters for parish contributions and school tuition and childcare payments.

Facilities

- Ensures coordination of the use/rental of all parish facilities (fee collection, contract, checkout procedures, etc.)
- Assists in over-sight of contract services – ensures fair and equitable bidding/approval and quality services. Coordinates all services that cross both parish and school.
- As you deem appropriate, you may seek competitive bids for existing services
- Assists in large project maintenance to ensure proper bidding and contract approvals. Maintains records for all bidding and final contract
- Assists the parish/school maintenance team and Parish Grounds Committee as needed.
- Assists in budget planning for facility needs.

Technical/IT support

- Serves as the liaison between IT support and parish/school staff and attends any IT meetings to discuss current equipment and support needs.
- Manages the e-rate program for our internet service
- School and parish website domain administration
- Maintains PCI compliance for online software

Position Specifications/Requirements

SKILLS, KNOWLEDGE, AND/OR ABILITIES

Financial

- Knowledge of accounting and record-keeping principles and practices
- Knowledge of cash-flow management
- Knowledge and ability in budgetary principles
- Knowledge of Archdiocesan internal controls preferred but not required
- Ability to maintain accurate collection and deposit records

Administrative

- Good listening and speaking skills – communicate/representing within and outside the parish
- Ability to supervise parish employees
- Ability to work cooperatively with individual and/or group volunteers
- Learns, understands and follows government, institutional, and church rules, guidelines
- Knowledge of Archdiocese record-keeping requirements preferred but not required

Facilities

- Ability to work with others (such as staff & Parrish Facilities & Grounds Committee)
- Knowledge of understanding work contracts and purchasing guidelines
- Skill in developing and implementing facilities schedule & booking
- Ability to listen and communicate with individuals and/or groups
- Seeks and applies for grants that may be necessary to maintain or improve the daily operations of the Parish, School, and any ministry therein.

Parish

- Ability to project a faith-filled presence
- Ability to maintain CONFIDENTIALITY
- Administers parish business operations according to the parish mission.
- Participates in Parish and Archdiocesan faith building programs and activities as directed by the Pastor
- Understand Catholic Social Teaching as it applies to parish policies.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in related fields necessary to demonstrate the needed skills and abilities
- Five years or more experience in business or management preferred (not required but would be nice)
- Proficient with Microsoft Office tools (word, excel, etc.)
- Strong oral and written skills
- Relates well with people, listening to their concerns with pastoral sensitivity
- Administrative and supervisory experience
- Organization skills
- Understands and complies with the Archdiocesan Code of Conduct
- Valid driver's license required
- Background screening required
- While performing the normal duties of this position the employee is required to carry up to 20 pounds occasionally.

Interested applicants should send a resume and cover letter to pastor@stanthony-clarksville.org

Short Summary

Position Title: Business Manager

Location: St. Anthony of Padua Catholic Church-Clarksville, IN

Status: Full Time

FLSA: Exempt

Reports to: Pastor

Supervises: Parish Staff

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The Parish Business Manager is a senior staff member in support of the Pastor's responsibilities to St Anthony of Padua Church, School, and Pre-School. The Business Manager, with the Pastor, is the principal steward of administrative, financial, physical, and human resources.

Employee must be able to work in a Catholic environment and support its various ministries. Regular hours are 9:00am to 5:00pm Monday through Friday. The position requires some variable work hours and on-call response after regular hours to meet the needs of the Parish, School and Pre-school. The position requires some weekend, holiday, and evening work for events. The Business Manager is responsible for the business, banking and daily operations of the parish and school. This position requires timely and accurate account reporting, as well as operational and staffing support.

- Consults with and advises the Pastor on business and administrative matters affecting the Parish.
- Assists the Archdiocese in preparing and distributing financial statements that are understandable, relevant, reliable and timely.
- Directs the management and safe-keeping of parish/school records.
- Oversees administration of all Parish human resource needs, and ensures compliance with Archdiocesan human resource policies, specifically including employee benefits, employee grievances, and payroll.
- Manages the safekeeping of all Parish financial assets in accordance with Archdiocesan Internal Controls & policies.
- Manages the annual budget process for the Parish.
- Processes payroll for all parish and school staff.
- Manages compliance with all regulatory reporting requirements including sales tax, incorporation status and non-profit status.

- Seeks and applies for grants that may be necessary to maintain or improve the daily operations of the Parish, School, and any ministry therein.
- Supervises all arrangements and contracts with outside contractors.
- Oversees onboarding procedures and manages documents for all new-hire employees.
- Communicates benefit packages to employees and assists with enrollment process.
- Acts as liaison between all employees and Archdiocesan HR Department.
- Establishes and maintains staff hiring and termination policies in accordance with Archdiocesan policies and practices.
- Actively collaborates with the Pastor, School Principal, Parish Finance Committees, Parish Councils, School Commission and other ministry leaders involved with the regular review of Parish and School financial/operational performance.

Interested applicants should send a resume and cover letter to pastor@stanthony-clarksville.org