Annunciation Parish

Parish Office
3010 E.Chandler Ave.
Evansville, IN 47714
OFFICE: 812-476-3061
FAX: 812-476-3062
Rev. Benny Chacko, Pastor

Director of Operations
FLSA Status: Full-Time, Exempt
Reports to: Fr. Benny Chacko

Job Requirements:

- Be a Catholic in good standing with the Church, striving to live the values of Christian servant leadership.
- At minimum, have a Bachelor's degree in Accounting or Finance (or commensurate experience in those fields).
- Five (5) or more years of experience as a business leader or manager.
- Proficient in communication skills (written and verbal).
- Organizational and management skills
- Have a positive attitude
- Conflict resolution skills.

Position Summary

Responsible for the operation of Annunciation Parish and School, including:

- Financial reporting and operations.
- Facility management, including cleaning and maintenance.
- Project management (remodeling and capital projects, Annual Raffle, CMA, and any other projects that may arise).
- Human Resources, including goal setting for principals and Parish administrative staff, handling disciplinary issues, and setting policies.
- Work with the School Principals and Teachers to manage the school's operation.
- Work with the Parish Council, Finance Council, and other committees/councils to ensure communication between those councils and parishioners is timely.

Duties and Responsibilities

1. Oversee the operations of the Parish and School, working through the school principals.
    - Create and implement centralized reporting and financial processes at both campuses.
    - Set goals and review progress (at least quarterly) with each principal.
    - Ensure proper guidelines are established and followed for cash management.
    - Ensure all fundraising activities follow the guidelines of the Indiana Gaming Commission (when applicable) and have procedures in place to safeguard funds.
2. Prepare and communicate:
    - Monthly financial information to the finance council, parish council and school council.
    - Annual financial report to the entire parish.
    - An annual budget (in conjunction with the Pastor and Accounting Coordinator).
    - Review and approve payroll each bi-weekly pay period.

Annunciation Parish
Parish Office
3010 E.Chandler Ave.
Evansville, IN 47714
OFFICE: 812-476-3061
FAX: 812-476-3062
Rev. Benny Chacko, Pastor

- Working with the Pastor, Accounting Coordinator, Parish Council, and Finance Council, create short and long-term financial plans for the Parish and School.

3. In consultation with the Pastor (and the Principal in regard to School personnel):
    - Manage all Human Resources personnel issues.
    - Oversee recruitment and hiring of staff.
    - Manage all legal and business issues for the Parish.
    - Manage personnel, including goal setting and performance reviews.
    - Coordinate functions and communications with the Diocese.
4. Oversee all facilities operations and ensure facilities are maintained:
    - Supervise all maintenance staff.
    - Oversee any major construction, improvement, or repair.
    - Solicit and review bids and quotes and negotiate contracts.
    - Act as liaison between Parish and tenant of any rental property.

Applicants shall exhibit in behavior and lifestyle values compatible with Catholic beliefs in particular as well as being a practicing Roman Catholic. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville.

Applicants should submit their resumes to humanresources@evdio.org