

Director of Parish Operations

Job Title:	Director of Parish Operations
Location:	Corpus Christi Church and School
Reports To:	Parish Administrator
FLSA Status:	Part Time Non-Exempt
Last Revised:	October 26, 2023

Summary:

The Director of Parish Operations is responsible for the business operations of Corpus Christi church and school, including financial, facility, project management, human resources and communications with the parish.

Essential Job Functions:

- Oversee the day-to-day operations of the church business office.
- Provide leadership for financial stewardship and all financial reporting for Corpus Christi church.
- Advise the Parish Administrator on short-term and long-term financial objectives, fiscal policies, actions, and manage cost-reduction and activities.
- Review financial reports and explain significant variances to budgeted revenues and expenses.
- Assist in preparing the annual budget.
- Review vendor contracts, monitor the adherence to the contracts, and review all legal documents arising from contractual agreements.
- Ensure compliance with Indiana Charitable Gaming laws for fundraising activities.
- Ensure compliance with school and Diocesan policies and procedure, and federal, state and local laws and regulations where applicable.
- Provide managerial oversight and coordination of capital projects
- Prepare and communicate an annual financial report.
- Attend Finance Council and Parish Council meetings.

All Other Duties as Assigned

- Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.

Required Skills:

- Demonstrated knowledge of accounting, finance and project management.
- Must be able to communicate effectively to a variety of audiences and present information to committees and parishioners.
- Strong proficiency with computer software including Microsoft Office suite.

Education Requirements:

Corpus Christi Church

Director of Parish Operations

- Bachelor's degree in accounting, finance, business or engineering.

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.

Please send resume via email to:

Wes Wilmes

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Corpus Christi Church
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