

BUSINESS MANAGER

Specific duties in the area of finance, plant management, human resources, office management and any additional duties and responsibilities as required by and in support of the Pastor's responsibilities to the parish.

JOB DUTIES / RESPONSIBILITIES:

Finance:

1. Manages the parish financial records according to diocesan retention schedules.
2. Provides input for budget process under the direction of the pastor and in collaboration with the finance chair and council.
3. Monitors all spending within the various departments of the parish to comply with the budget and also monitors purchasing to include parish debit cards.
4. Supervises and/or monitors all parish fundraising to include, but not limited to, offertory collections, festival, parish share and debt reductions.
5. Prepares or oversees the preparation of checks for the Pastor's signature.
Note: The Parish Business Manager is not permitted to sign the check or be an authorized signature.
6. Oversees tabulation, deposit and posting of Offertory collections; collaborates in establishing a system of tuition collections and monitors its effectiveness; pursues uncollected tuition in conjunction with the Faith Formation Office.
7. Prepares or oversees the preparation of the parish accounting input.
8. Seeks out bids for all expenditures above an approved minimum in conjunction with Operation/Maintenance staff.

Property Maintenance:

1. Works with maintenance staff to regularly schedule maintenance for all buildings and grounds.
2. Maintains schedule of building and equipment use mainly through use of the parish calendar.
3. Reviews proposals and bids for major maintenance work with Maintenance staff.
4. Oversees security system.
5. Reviews service contracts.

Human Resources:

1. Develops, implements, and maintains a personnel policy.
2. Develops job descriptions, salary scales, benefits, etc. for applicable employees.
3. Maintains a hiring and termination procedure for all non-ordained personnel.
Note: Only the pastor can hire or terminate an employee.
4. Supervises maintenance people/printing services/data entry personnel
5. Manages payment of salaries and benefits.

CLERICAL DUTIES AND RESPONSIBILITIES

- Maintain a comprehensive filing system
- Receive, distribute, and send mail
- Serve as receptionist-- greeting visitors
- Answer phones/process messages
- Process standard administrative forms
- Generate a variety of accounting, business and financial activities
- Process all accounts receivable/payable
 - Prepare and submit monthly accounting/payroll report to the Diocese
 - Submit monthly accounting report to Pastoral Council/Finance Council
 - Maintain ledger accounting as required
 - Maintain and balance monthly checking accounts for
 - General Checking
 - Mass Stipend
 - Savings- Catholic Institute
 - Parish Share
 - Endowment Fund
 - Prepare Friary-related checks payable for:
 - Salary and other allowances/fringes
 - Mass Stipends
- Prepare all bank deposits not routinely made by the Sunday Collection Counters
- Act in the capacity of ex-officio member of Pastoral Council/Finance Council
- Process confidential information and communication with individual of significance to

Diocesan operations

- Coordinate the operation of specific administrative records
 - Preschool tuition
 - Program/Activity bookkeeping
 - Census information
 - Sacramental information
 - Special events receipts/expenses
 - Fall Festival accounting
- Schedule Mass intentions
- Prepare Sunday bulletin/related flyers/programs
- Prepare parish event calendar and provide copy of same to committees, personnel, etc.
- Act as Administrator for the parish website
- Register new parishioners
- Prepare monthly parish statistical report and mailing labels for parish newsletter, proofread same
- Track all Preschool tuition and expenses
- Track all Religious Education income/expense
- Maintain in-office employment and payroll records
- Keep Finance Council informed of any major changes in any financial activity
- Purchase/Order

