

JOB DESCRIPTION

Job Title: Business Manager
FLSA Status: Full time, exempt from overtime pay
Parish: Ss John & Paul - Altoona
Reports To: Pastor

SUMMARY:

Oversees the day-to-day business of the parish and facilities operations and provides necessary information to the pastor. This is a highly visible position that requires constant problem solving and personal contact with parishioners, staff, and the community at large.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Individual is required to perform each of the following essential duties satisfactorily.

Financial responsibilities (50%)

- Responsible for the general financial direction of the parish including capital campaigns, fundraising, grants, bequests, in-kind contributions and stewardship programs.
- Prepares financial statements and reports including monthly to the Finance Council and quarterly to the parish. Provide account balance reports to staff as needed. Communicates financial records to the congregation via bulletin, website, social media, pulpit announcements, e-mail, letters, phone calls and message board postings.
- Prepares and executes the parish budget in cooperation with the pastor, in consultation with the Finance Council, and staff.
- Processes invoices for payment, prepares checks, and reconciles bank accounts.
- Prepares regular state and federal reports for gambling, sales and payroll taxes.
- Acts as the central parish-purchasing agent.
- Serves as primary contact for financial assistance. Works with pastor in consultation with community contacts to determine appropriate amount and type of aid to be granted.

Facilities management (30%)

- Oversees construction projects in collaboration with the finance council. Secures copies of proof of liability insurance from contractors and vendors.
- Oversees government and insurance regulations related to property and liability, safety, facility maintenance, security, and licenses.
- Oversees the general upkeep of the parish facilities through hired subcontractors, contract maintenance companies, and parish volunteers. Oversees/arranges maintenance agreements, waste disposal, building repairs, HVAC systems, grounds care, pest control, and snow removal. Schedules preventative maintenance.
- Responds to police and fire calls. Ensures fire equipment, including fire extinguishers, alarm panels and hood suppression systems are inspected and up to local code.
- Determines the Information Technology (IT) needs of the parish and staff. Schedules IT maintenance for repairs and updates. Serves as a key person to troubleshoot, manage and operate technical audio visual equipment including LCD projectors, amplifiers, mixers and other electronics.
- Coordinates with Office Manager regarding facility use agreements and collects special events waivers and fees.
- Acts as liaison in legal matters.

Human resource responsibilities (20%)

- Payroll preparation including deductions and benefits.
- Process and maintain confidential information regarding contracts, job descriptions, claims, etc.
- Oversees volunteer money counters and collection procedures; Upholds internal control measures set forth by the parish and Diocese.

- Oversees compliance with Diocesan regulations pertaining to the Protection of God's Children program and VIRTUS training.
- Assists with hiring personnel, including all new hire paperwork.
- Maintains personnel files according to record retention guidelines.

SUPERVISORY RESPONSIBILITIES:

- Direct reports: Business Manager oversees bookkeeper.
- Oversees custodial, maintenance staff, contract employees, and related volunteers.
- Responsible for job interviews and evaluations as appointed by pastor.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER REQUIREMENTS:

- Excellent bookkeeping and accounting skills.
- Ability to maintain accurate financial records.
- Ability to read and interpret documents such as financial reports, safety rules, operating and maintenance instructions, technical equipment data, and procedure manuals.
- Ability to write routine reports and correspondence.
- Strong oral and written communication skills.
- Ability to speak effectively in parish settings.
- Ability to work with mathematical concepts and fundamentals of accounting and bookkeeping.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to interpret a variety of instructions in written, oral, diagram, or schedule form.
- Ability to troubleshoot computers, routers and other software and hardware.
- Ability to write and secure grants strongly recommended.
- Proficient in Microsoft Office software including Word, Excel, Outlook, and PowerPoint. Familiar with Windows operating systems and virus programs.
- Background check and training in VIRTUS as required by the Diocesan Protecting God's Children (PGC) program.

EDUCATION / EXPERIENCE

- Bachelor's Degree in accounting, bookkeeping, public or business administration or related field.
- Minimum of 2 years accounting or bookkeeping experience. Experience with the Diocese of Des Moines bookkeeping software *ConnectNow* and *ParishSoft* programs preferred.
- 2 years' experience managing parish or business operations or equivalent.
- 2 years' experience managing personnel and volunteers.

PHYSICAL DEMANDS:

The employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand and walk. Specific vision abilities required by this job include close vision, distance vision, depth perception, and ability to adjust focus. Employee will be required to lift and carry 50#. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT:

Employee will be expected to work in an office environment and visit and walk the outside grounds. Travel requirements will be minimal. Employee may be required to work extended hours.

The noise level in the office work environment is usually moderate. Grounds visits will involve dirt, noise, cold, and heat typically associated with exterior work.

COMMENTS:

The above statements reflect the general details necessary to describe the principle functions of the occupation described and shall not be construed as a detailed description of all the work requirements that may be inherent in the occupation.