



JOB DESCRIPTION

DEPARTMENT: Parish Office

REPORTS TO: Pastor

POSITION TITLE: Business Manager

POSITION DETAIL: Full Time, Exempt

POSITION SUMMARY:

The Business Manager is responsible for the overall planning, coordination and management of the financial affairs and facilities for Saint Francis of Assisi's (SFA), conducted either directly or through the management/supervision of staff, contractors or volunteers.

EXPECTATIONS OF EMPLOYEE:

- Practicing Catholic in good standing, adheres to all policies, safety policies and procedures
- Acts as a role model within and outside the organization
- Performs duties as defined, assigned and as workload necessitates
- Communicates openly and regularly with Church officials, supervisors and team members
- Demonstrates technical skill and continuous professional development necessary to fulfill job expectations
- Exhibits highest level of confidentiality in the collection, interpretation and presentation of SFA data and information

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Regularly consult and coordinate with the pastor regarding parish operations and developing issues
- Responsible for the preparation and approval of all expenditures
- Monitor current revenue and expenses
- In collaboration with the pastor and finance council; prepare the parish annual budget
- Coordinate the organization and conducting of the Annual Diocesan Appeal, the Annual Parish Tithing Program and other parish fundraising appeals
- Submit reports to the Diocese as required
- Oversees the activities of volunteer money counter, including preparation of deposits, adherence to procedures and accuracy of activities
- Oversee the development and updating of the Employee Manual, Safety Manual, Crisis Management Manual and Building Security Plan
- Responsible for the hiring, supervision and evaluation of custodial and maintenance personnel
- Responsible for the overall condition and maintenance of SFA campus
- Oversee the HVAC system, security systems, schedule door security; oversight of maintain and issuing keys, badges, keycards, key fobs
- Serve as staff person to the Building and Grounds Committee, Finance Council, and Technology and Safety Committee
- Solicit bids as needed for repair and capital outlay projects
- Supervise all contracts (personnel, insurance and maintenance)
- Monitor and make provisions for the maintenance of the parish grounds and physical plant
- Provide for contracted services, such as yard mowing, snow removal, and service contracts
- Administer the renting and use of parish facilities
- In collaboration with IT, oversight of the computer network, computer equipment and all technological needs

QUALIFICATIONS:

- BA/BS degree with emphasis in Business Administration and Accounting required
- Thorough knowledge of administration and finance
- Experience in building operations, maintenance and construction
- Five to ten years of progressively responsible work experience
- Ability to identify and analyze complex issues or problems and to recommend and implement solutions
- Must be able to perform the duties of the position with time constraints and interruptions
- Strong computer skills are required including proficiency in Microsoft Office products
- Must have strong interpersonal, communication, and organizational skills
- The ability to think and perform both strategically and tactically, proactively communicate, prioritize, work independently and as part of an integrated team, demonstrate transparency, leadership and team-building are paramount
- Must be self-directed and possess the ability to work with minimal supervision
- Frequently requires working evenings and more than 40 hours per week to perform the essential duties of the position

WORKING CONDITIONS:

- Occasionally lift and/or move up to 25-50 pounds in a typical business or office environment

LANGUAGE SKILLS:

- Excellent English written, and verbal communication skills required
- Ability to read, analyze, and interpret information and to adjust strategies in response
- Ability to command the respect of the Parish leadership, Parish Council members, regulatory agencies, St Francis members, vendors and business community
- Ability to effectively present information to management, Parish members and/or Parish leadership and Councils