



Holy Name of Mary Parish Business Manager

\$69,000 to \$100,000

REPORTS TO: Pastor

EMPLOYMENT STATUS: Full Time Exempt

SALARY GRADE:

POSITION SUMMARY

As a representative of the Roman Catholic Church, there is the expectation that the Parish Director of Administration will conduct one's self according to the goals and mission of the Church and to strive for the pastoral values of the Archbishop of Service, Stewardship, Communication and Excellence. The Parish Business Manager is responsible for fulfilling parish administrative needs in Financial Management, Personnel, and Facilities and other areas.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

- **Financial Management** – The Church is responsible for the financial resources which have been entrusted to it. This responsibility includes safeguarding Church assets, exercising prudence in financial matters, accountability to those who provide monetary support to the Church and to regulatory authorities, and compliance with all civil regulations. As such, the Church is committed to the highest standards of fiscal integrity and accountability. Strong systems of internal controls are needed to safeguard assets by reducing the risk of fraud, misuse, waste or embezzlement. It is important that all employees within be sure that best financial practices are being followed. Tasks include but are not limited to:
 - Direct Accounting functions for parish
 - Perform Financial reporting to pastor, Finance Council, parishioners
 - Prepare annual Budgeting and submit to Archdiocese
 - Annual Report – oversee the creation and submission
 - Monitor and administer Contracts/Agreements
 - Participate in Parish Finance Council meetings
 - Oversee Bookkeeper
 - Supervise the Creation and monitoring of money handling procedures/cash counting
 - Oversee payroll
 - Manage and administer Insurance coverage
 - Taxes and other legal Compliance
 - Direct Stewardship/Fundraising
- **Master Plan / Phase III** – Holy Name of Mary has created an extensive Master Plan to ensure the best possible facilities to serve the parish needs for today and

the future of our vibrant and growing parish. The Parish Business Manager will serve a critical role in representing the Pastor in all facets of the Master Plan.

- Actively participate in meetings for any Master Plan components especially Phase III.
 - Follow up with all committees and sub-committees for Master Planning such as General Committee, Building Committee, Communications Committee, Capital Campaign – Fundraising, etc.
 - Serve as the main contact for outside individuals and companies such as architects, contractors, design professional, etc.
 - Work with Archdiocesan, municipal, and other entities to comply with policies, procedures, codes, etc.
 - Report to and inform Pastor and Parish Leadership of status of Master Planning.
- **Personnel** – The Parish Business Manager generally participates in the hiring, training and supervision of parish staff and volunteers. He/she administers employee benefits including insurance coverage, retirement plan, scheduling, and payroll functions in accordance with archdiocesan and parish policies. Tasks include but are not limited to:
 - Hiring, training, employee files
 - Compensation administration
 - Maintain Job descriptions
 - Performance reviews
 - Benefit management
 - Create and maintain and a safe, productive and pleasant environment
- **Facilities Management** – Today’s parishes are wide ranging in their scope of facilities from simple one-building models that could be hundreds of years old to modern sprawling campuses with many buildings spread over many acres. Each location must preserve, maintain, and often improve or replace these facilities entrusted to its care. Tasks include but are not limited to:
 - Oversee maintenance supervisor
 - Administer routine maintenance, repairs, supplies
 - Oversee facility scheduling/usage
 - Manage Construction Projects
 - Maintain Video Surveillance system
 - Security
- **Office/Administration** – The skilled Parish Business Manager as an administrator and supervisor is responsible for the effective use of Parish resources and human capital towards the realization of the Parish’s mission and objectives in alignment with Catholic social teaching proper leadership of Ecclesial Lay Ministers and other volunteers or employees. Tasks include but are not limited to:
 - Oversee bulletin, website, communications
 - Oversee technology/Equipment

- **Festival** – The Holy Name of Mary Annual Festival is the major parish and school fundraiser as well as a great annual tradition of fun, fellowship, and community building. It is strongly supported by the parish, school, and local community. The planning and preparation for this important event is a year round effort traditionally involving Festival Chair(s) and a Core team of volunteers. Tasks include but are not limited to:
 - Assist the pastor and parish leadership in the selection and recruitment of the Festival Chair(s) and Core Team.
 - Support the Chair(s) and Core Team in the planning and preparation by attending meetings and being actively engaged.
 - Ensure that all local and state civil laws and requirements are met.
 - Ensure compliance with all Archdiocesan policies and procedures.
 - Prepare all contracts for rides, entertainment, vendors, and others in collaboration with the Chair(s) and Core Team.
 - Review financial controls and best possible business practices.
 - Actively participate in Festival weekend.

- **General** – Today’s parishes require close attention and compliance to many government, institutional, and church regulations and requirements. Parish Business Managers must be able to learn, understand, interpret, and follow simple or complex rules, laws, guidelines, and strategies. Tasks include but are not limited to:
 - Canonical record keeping and archiving
 - Records retention
 - Compliance
 - Virtus/Safe Environment
 - Collaborate with School Principal and Preschool Director
 - Assist ministries
 - Serve as an ex-officio member of the Pastoral Council
 - Serve as an ex-officio member of the School Council
 - Attends parish and archdiocesan meetings and training as appropriate
 - Perform special assignments related to job-specific responsibilities

MINIMUM QUALIFICATIONS

Education and Experience

- To perform effectively in this position, the incumbent is required to have a working knowledge of budgets, accounting, facilities management, personnel processes and related laws.
- Five years of experience in a professional office management environment, desirable.
- College degree in applicable field, or equivalent preferred
- LMU Parish Administration course certificate desirable.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- A wide-ranging knowledge of contemporary Human Resource practices, policies and procedures
- Basic bookkeeping principles and procedures
- Church philosophy, principles and teachings
- Busy office environment
- Working knowledge of parish and archdiocesan procedures and policies

Skills

- Proficient in QuickBooks Pro
- Proficient in Microsoft Office
- Organization and long-range planning
- Supervision experience, managing people
- Facilities management and basic construction knowledge
- Strong oral and written communication with diplomacy and professionalism

Abilities

- Maintain confidentiality at all times
- Sit for sustained periods of time on a daily basis
- Occasionally lift up to 20 pounds
- Perform tasks requiring intermittent bending, stooping and walking
- Sustain frequent movement of the fingers, wrists, hand and arms

Please submit your resume to Pat Joyce pat@hnmparish.org