

Business Office Manager

Sacred Heart Church, Rancho Cucamonga

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

Founded in 1953, Sacred Heart is called to serve men, women and children of every race, language and nation through the celebration of the sacraments, instruction and evangelization.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Supervise and direct management of parish staff.
- Ensure compliance with applicable Personnel Policies and Practices, and ensure employees are appropriately managed.
- Responsible for the management of facilities, including buildings and grounds; establish and monitor preventive maintenance programs for all properties. Solicit and review bids and quotes and negotiates contracts.
- Maintain accuracy of all financial files and records and establish a responsible cash flow management system.
- Prepare, administer and review budget process in collaboration with finance and other commissions.
- Coordinate and review parish organizations' funds; act as liaison between the parish and the diocese in financial matters.
- Oversee capital fund drives, including annual DDF drive, prepare and/or review operating and capital budgets.
- Establish and maintain a yearly evaluation process following diocesan guidelines.
- Oversee the management of the parish records.
- Oversee the information technology (computers, phone systems, cable, etc.) and duplicating equipment. This would include any necessary repairs or replacements on the equipment and working with contractors to solve the issue.
- Coordinate parish liability and property insurance, workers' compensation with diocesan general insurance program.
- Maintain good working relationships, effective communication between parish community, various groups and outside authorities.
- Attend all pastoral staff meetings, Parish Council meetings and all diocesan meetings, representing the parish and the Pastor.
- Consult with and advise Pastor and Principal on business and administrative matters that affect the parish and school.
- Maintains security of property and all necessary passwords. This would include distribution of building keys and maintaining a spread sheet of all keys distributed and distributing and maintaining all necessary passwords for alarm system and computer network.
- Responsible for managing and coordinating the overall Stewardship activities for the parish and its ministries.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Bachelors' degree in Business or Public Administration or equivalent experience.
- Minimum of 5 years administrative management experience in a business and financial environment.
- Proven success as a first-line manager in a medium to large firm, Catholic Parish or similar organization.
- Must have knowledge of accounting principles and practices.
- Must have supervisory experience.
- Must have ability to prioritize and to be flexible.
- Must have a working knowledge of and a strong commitment to the mission of the Diocese and Catholic Church; be in full communion with the Church.
- Excellent communications skills, verbal and written; excellent human relations and interpersonal skills
- Must be able to exercise courtesy to fellow employees, parishioners and the general public.
- Must be a self-starter; well organized; perform multiple tasks simultaneously and work with a sense of urgency.
- Ability to maintain confidentiality.
- Ability to work collaboratively in a team environment.
- Proficiency in computer technology to include Microsoft Office products.
- Ability to successfully pass a background, criminal history, credit history check and diocesan accounting test.
- Must be able to work evenings and weekends and an unpredictable schedule as necessary. These times include but are not limited to Christmas season, Holy Week/Easter, fundraisers, after Mass functions etc.
- Must have a valid driver's license, auto insurance and ability to travel locally as required.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying, pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Those interested should submit a cover letter along with their resume to

Very Rev. Benedict Nwachukwu-Udaku, VP, Pastor

bnwachukwu@sbdioocese.org