

Business Manager

St. Paul the Apostle, Chino Hills

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 1986, St. Paul the Apostle is a community called to be a visible sign of God's love, through the guidance of the Holy Spirit.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- **Understand and ensure compliance with Diocese of San Bernardino financial policies and procedures and governmental regulations and tax laws**
- **Perform and/or supervise day-to-day financial tasks**, such as processing and recording payments to vendors, recording deposits, process payroll (through a payroll office), monthly bank reconciliations, enrolling/updating employees in benefit plans, preparing and submitting benefit plan.
- **Manage and direct staff members performing Financial, Administrative, and Maintenance activities** (e.g. Bookkeeper, Administrative Assistants, Maintenance Supervisor/Staff), and others as directed by Pastor, to ensure necessary work is completed.
- **Manage Plant & Property**, to limit liability exposure, maintain/increase property value, and ensure proper maintenance performed.
- **Manage Human Resource function/activities**, including ensuring compliance with labor and employment tax laws, enrollment and updates of employees in benefit plans, understanding and informing employees about Diocese of San Bernardino benefit policies, parish liaison with the Human Resources Director regarding human resource issues, implementing and enforcing best practices regarding job descriptions, hiring, annual performance evaluations, disciplinary actions, and termination.
- **Perform monthly/quarterly reconciliation and analysis of income and expense accounts**, including payroll liabilities, Even Exchange, Diocesan Collections, and other accounts necessary to ensure activity is completely and properly recorded on the books of record. Record adjusting journal entries as necessary, to properly reflect monthly/quarterly financial activity. Prepare periodic Budget vs. Actual reports for Pastor, Parish Finance Council, and others as directed by the Pastor.
- **Coordinate preparation of realistic parish/school budget**, with input from Pastor, Parish Finance Council, Parish Pastoral Council, Principal (s), other appropriate staff members as approved by the Pastor, using Diocese designated forms, tools, and information.
- **Manage budget**, including, but not limited to:
 - Analyzing budget vs. actual and review major variances with Pastor.
 - Distributing budget vs. actual reports to parish Operations Supervisors/Section heads (only for the accounts they are responsible for)
 - Making recommendations for potential cost reductions and increases to income, to get overall financials in the line with existing budget.
 - Informing Pastor if unexpected expenses arise, as they occur.
 - Informing Pastor of bank balance and general financial status on an ongoing basis, especially if current cash flows may not be sufficient to cover parish's operational needs or if excess funds are available to make extra payments on loan, set aside for contingency fund or capital expenditures, etc.
 - If a school, monitoring actual vs. budgeted enrollment prior to the start of school and again on 4th Friday, to ensure budget is not significantly adversely affected.
 - Revising Budget Report and resubmitting, if there is a significant difference in the budget amount / assumptions used to create the budget.
 - Sacramental Records & Safekeeping
- **Prepare annual financial reports for parish / school** and review with Pastor, Parish Pastoral Council, Parish Finance Council, and Principal (school related financial reports only). Distribute appropriate financial report forms to various parish organizations, and review completed forms and related information when returned.
- **Prepare/review monthly, quarterly, and annual governmental reports** (payroll, sales tax, gaming reports, licenses, etc.)
- **Oversees parish fundraising activities** to ensure they are in compliance with licensing, gaming, sales tax, and other governmental regulations.
- **Timesaver**
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Accounting, Finance, or Business Management degree with 5+ years related experience
- Budget and Financial Reporting experience
- Supervisory/Management experience or training
- Strong interpersonal skills
- Strong analytical skills
- Strong verbal and written communication skills
- Experience on computerized accounting systems, a plus
- Experience in payroll, Human Resources, Maintenance Supervision, a plus
- Must have supervisory experience.
- 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 are not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying up to 20 lbs., 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.

Interested candidates, please forward your resume and salary history to:

Attention: Sinia Bustamante
Diocese of San Bernardino
1201 E. Highland Ave.
San Bernardino, CA 92404

Email: employment@sbdioocese.org or fax to: 909-475-5189

The Diocese of San Bernardino is an Equal Opportunity Employer