

BUSINESS & FINANCE MANAGER

Parish Position – Full Time

Position Summary

The Business & Finance Manager serves as the senior financial and operational leader of the parish, responsible for ensuring financial integrity, operational excellence, and accountability in support of the parish's mission.

This role provides professional oversight of all financial systems, reporting, internal controls, payroll, vendor relationships, facilities, and administrative operations. The Business & Finance Manager works closely with the Pastor and Finance Council to ensure transparency, compliance, and responsible stewardship of parish resources.

While supporting the mission of the Church, this position focuses on the **administration and protection of financial and operational resources**, allowing pastoral leadership and ministry teams to focus on evangelization.

Scope of Authority

The Business & Finance Manager holds primary responsibility for:

- Financial operations and reporting
- Internal controls and compliance
- Payroll and accounting systems
- Vendor and contract management
- Facilities and maintenance oversight
- Office administration and administrative staff oversight

All financial decisions remain subject to the authority of the Pastor and Finance Council.

Core Responsibilities

1. Financial Leadership & Oversight

- Maintain full oversight of the general ledger and all financial records
- Ensure accuracy of accounts payable, receivable, and journal entries
- Establish and enforce strong internal controls and segregation of duties
- Oversee monthly, quarterly, and annual financial reporting
- Lead year-end close and coordinate audits
- Ensure compliance with diocesan policies and civil regulations

2. Monthly Close & Reporting

- Establish a structured monthly close process
- Ensure all accounts are reconciled and validated
- Review and approve bank reconciliations
- Prepare financial reports for the Pastor and Finance Council
- Provide clear financial insights for decision-making

3. Payroll & Compliance

- Oversee payroll processing and approval
- Ensure compliance with tax laws, employment regulations, and diocesan policy
- Maintain payroll records and documentation
- Oversee benefits administration and HR compliance

4. Capital Campaign Contribution Oversight

- Ensure accurate recording and reconciliation of all contributions
- Maintain audit trails for restricted funds
- Provide financial reporting for campaigns and fundraising efforts

5. Vendor, Contract & Cost Management

- Maintain visibility over all vendor agreements and recurring expenses
- Review, negotiate, and manage contracts (utilities, IT, services, security, etc.)
- Identify inefficiencies and cost-saving opportunities
- Ensure responsible and transparent use of parish resources

6. Office & Administrative Leadership

- Supervise administrative staff (Office & Data Entry Coordinator, Administrative Assistant)
- Establish clear procedures, workflows, and accountability structures
- Ensure alignment between administrative processes and financial accuracy
- Oversee front office operations and communications systems

7. Human Resources & Compliance

- Oversee hiring, onboarding, and employee relations
Employee relations: Providing ongoing oversight to administrative staff and support to the entire parish staff team
- Ensure compliance with Safe Environment policies and diocesan requirements
- Maintain employee records and documentation
- Support a healthy, professional, and mission-aligned work environment

8. Facilities & Maintenance Oversight

- Oversee all parish facilities, ensuring they are safe, functional, and properly maintained
- Serve as the primary point of accountability for all maintenance contractors and facility-related vendors
- Review, prioritize, and approve maintenance and repair requests
- Ensure all vendors meet insurance, licensing, and contractual requirements
- Maintain visibility over all facility-related expenses and budgets
- Obtain and evaluate bids for major repairs and capital improvements
- Develop and monitor a long-term maintenance and capital replacement plan (HVAC, roofing, equipment, etc.)
- Maintain and update parish asset inventory
- Ensure proper documentation of all maintenance work and service agreements
- Coordinate access, security, and facility usage in alignment with parish operations

9. Finance Council Support

- Serve as staff liaison to the Finance Council
- Prepare and present financial reports
- Support financial planning, budgeting, and forecasting processes
- Provide clear financial insights to support informed decision-making

Initial Priorities (First 3–5 Months)

- Validate financial systems and data integrity
- Complete reconciliations following system transition
- Establish documented workflows and internal controls
- Implement structured monthly close and reporting processes
- Clarify roles and responsibilities across financial and administrative functions
- Review vendor agreements, contracts, and facility-related expenses

Qualifications

- Bachelor's degree in Accounting, Finance, Business Administration, or equivalent experience
- Demonstrated experience in accounting, payroll oversight, and financial reporting
- Strong understanding of internal controls and reconciliation processes
- Supervisory experience
- High level of integrity, discretion, and attention to detail
- Practicing Catholic in good standing, committed to supporting the mission of the Church

Preferred Qualifications

- Experience in nonprofit or parish financial administration
- Familiarity with diocesan financial policies
- Experience with ParishSOFT or similar accounting systems
- Experience improving financial systems and operational workflows

Professional Characteristics

- Strong financial leadership presence
- Organized, analytical, and systems-oriented
- Stewardship-focused and cost-conscious
- Clear communicator able to translate financial information for leadership
- Confident and accountable supervisory presence
- Comfortable leading operational improvements and modernization

Personal Characteristics

- Desire to Grow, Christ-Centered, Mission-Oriented, Life-Giving Spirit, People Smarts
- Demonstrates a genuine love for the Church and a heart for serving others, with active participation in parish life and ministry, whether within the parish or in their current faith community
- Approaches the work not only as a professional responsibility, but as a form of stewardship and service, recognizing that the administration of resources directly supports the mission of evangelization
- Seeks to serve with a spirit of collaboration, humility, and unity, supporting the mission of the parish in both its administrative and pastoral life