

RISEN SAVIOR CATHOLIC CHURCH

POSITION DESCRIPTION

TITLE: Business Manager

Staff Supervised: Parish Staff

Work Conditions

Lifting light office equipment not to exceed 25lbs; normal office environment; occasional light housekeeping of work areas, altered work schedule.

Major Functions and Responsibilities

Oversee and coordinate the daily business and administrative operations of the parish, including financial management, bookkeeping, human resources, personnel administration, and facility maintenance. Maintain accurate financial records using the Archdiocesan accounting system, ensuring proper accounting practices and financial accountability. Manage and maintain organized employee, financial, and parish records through established electronic recordkeeping systems. Work closely with the Pastor to ensure efficient parish operations and responsible stewardship of parish resources.

QUALIFICATIONS

A. Education/work experience/skills requirement

- Ability to direct and supervise staff
- Proficiency in basic bookkeeping and accounting principles, with strong computer skills and experience using accounting software, Microsoft Office, and electronic recordkeeping systems.
- Professional attitude and appearance
- Ability to follow directions with high degree accuracy
- Ability to create and implement projects
- High degree of confidentiality
- Ability to provide guidance to staff and parishioners
- Ability to work well with staff and parishioners

JOB DUTIES

Financial Management and Bookkeeping

1. Manage the day-to-day financial operations of the parish, including bookkeeping, accounting, and financial recordkeeping.

2. Maintain accurate financial records, including accounts payable, accounts receivable, general ledger entries, bank reconciliations, and financial transactions.
3. Review, process, and record invoices, payments, deposits, and other financial transactions in a timely manner.
4. Oversee and process parish payroll for clergy and lay employees, ensuring accuracy and compliance with applicable regulations.
5. Prepare monthly financial statements and reports for review by the Pastor and Parish Finance Council.
6. Work closely with the Pastor and Parish Finance Council to ensure the financial stability, accountability, and responsible stewardship of parish resources.
7. Prepare and monitor the annual parish operating budget in collaboration with the Pastor and Parish Finance Council.
8. Coordinate and oversee weekly offertory counting procedures, ensuring proper internal controls and accurate recording of contributions.
9. Assist with annual financial reviews, independent audits, and other financial reporting requirements.
10. Maintain accurate records of restricted donations, designated funds, and other parish financial obligations.

Human Resources and Personnel Administration

11. Work closely with the Pastor in administering parish human resources functions, including hiring, employee supervision, job descriptions, performance evaluations, personnel records, and employee documentation.
12. Ensure accurate maintenance of employee personnel files and compliance with applicable employment policies and procedures.
13. Assist the Pastor with implementing and maintaining parish personnel policies and administrative procedures.

Parish Administration and Operations

14. Coordinate and manage the daily administrative and business operations of the parish to ensure efficiency and effective support of parish ministries.
15. Provide administrative assistance and support to parish staff and ministries as needed.
16. Coordinate and schedule infant baptisms, ensuring proper communication, documentation, and scheduling.
17. Maintain and oversee the parish facility calendar, coordinating the scheduling and use of parish buildings for ministries, meetings, and events.

Facilities and Property Management

18. Coordinate and oversee major facility repairs, maintenance projects, and new construction in collaboration with the Pastor and appropriate contractors.
19. Communicate with vendors and contractors regarding facility maintenance, repairs, and other operational needs.

20. Manage the parish electronic door access and security software, including scheduling doors to lock and unlock for parish events, activities, and facility use.

Additional Responsibilities

21. Perform other comparable duties as assigned by the Pastor and assist in other areas of parish operations as needed.

Interested candidates are invited to submit their resume to:

Ruben Martinez

Parish/School Accounting Coordinator

Archdiocese of Santa Fe

Email: RMartinez@asfcca.org