

ST. AMBROSE CATHOLIC CHURCH
JOB DESCRIPTION
Business Manager

I. IDENTIFYING INFORMATION

Position Title: Business Manager
Location: St. Ambrose Catholic Church
Status: Full Time
FLSA: Non-Exempt / Exempt
Reports to: Pastor
Supervises: Parish Secretary, Maintenance Coordinator, Hispanic Ministry Coordinator

II. PRIMARY FUNCTIONS

The primary function of this position is to provide a full range of support to the Pastor to meet the business needs of the parish, particularly as they pertain to finances, compliance needs, and reporting. This person works both proactively and responsively to these needs, serving as the main point of contact for questions and concerns in these areas. This administrator is a steward of the physical, financial, and personnel resources of the parish.

III. POSITION CONTENT

A. ESSENTIAL FUNCTIONS - FINANCIAL

1. Maintains accurate and timely financial files and records
2. Maintains the general ledger, runs, reviews, and distributes financial reports
3. Prepares the annual budget in collaboration with department heads and finance committee, obtaining approval by the Pastor and Parish Council
4. Acts as liaison between the parish and the archdiocese in financial matters
5. Processes check requests and reimbursement of expenses
6. Prepares deposits for all payments received within the parish office
7. Coordinates and reviews parish organizations' funds

B. ESSENTIAL FUNCTIONS – HUMAN RESOURCES

1. Administers salaries and benefits programs
2. Supervises parish secretary, Hispanic ministry, & maintenance coordinator
3. In collaboration with the Pastor & principal, manages the hiring and termination processes
4. Manages the payroll program to ensure employee changes are processed, timecards are accurate and approved, record time away from work, and serving as the main point of contact for issues related to the payroll system

C. ESSENTIAL FUNCTIONS – ADMINISTRATIVE

1. Directs the management of the parish office
2. Oversees the management of the parish records
3. Ensures cemetery records are maintained
4. Maintains good working relationships and effective communication with the parish community and outside entities
5. Attends Pastoral staff meetings, finance, commission, and parish council meetings
6. Attends archdiocesan meetings as necessary, representing the parish and the Pastor
7. Consults with and advises Pastor and Principal on business and administrative matters that affect the parish and school
8. Solicits and reviews bids and quotes and negotiates contracts
9. Maintains security of property (key files, security cameras, etc.)
10. Other duties as necessary to ensure efficient functions of the parish

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE, AND/OR ABILITIES

1. Knowledge of accounting principles and practices
2. Ability to maintain confidentiality
3. Good organization and planning skills
4. Ability to organize and manage workload to meet deadlines
5. Ability to manage multiple employees in an effective manner
6. Good interpersonal skills
7. Self-motivated
8. Ability to handle multiple projects and priorities simultaneously
9. Ability to hire and fire
10. Willingness to foster the Church's mission

B. EDUCATION, TRAINING, AND/OR EXPERIENCE

1. Must be able to understand and to comply with the Archdiocese of Indianapolis Code of Conduct
2. Must be able to successfully complete the Archdiocese of Indianapolis Child Safety Training
3. Background screening required
4. College degree in a related discipline and/or 5 to 10 years business experience
5. Must be able to read and edit spreadsheets, email, and other tools related to this role

V. WORKING ENVIRONMENT

This position may require occasional evenings and/or weekend work and an unpredictable schedule, therefore daily hours should be flexible. Work within an office setting, long periods of sitting in front of a computer, working in various programs to carry out functions of the role. Must be able to navigate office setting that has low to moderate noise level. Need to communicate business needs to appropriate parties. Requires extensive use of keyboards and other administrative equipment. Occasional lifting of up to 20 lbs.

The physical demands and work environment characteristics described above are representative of the physical capabilities and the working conditions involved in performing the essential functions of this position. Reasonable accommodations may be made if needed to enable individuals to perform the essential functions.

Date of job description: September 28, 2026

Employee signature below indicates the employee has received a copy of this description and indicates the employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Employee Signature: _____

Date: _____