



Job Description

Position: Parish - Business Manager

Status: _____ Full Time _____ Part Time
 _____ Exempt _____ Non-Exempt _____ Volunteer

Reports To: Pastor

Primary Function:

The Business Manager oversees the operations of the Parish.

MINIMUM QUALIFICATIONS:

Education, Training, Abilities and Experience:

- Bachelor's degree in Accounting/Finance or Business preferred or an Associate's degree with experience;
- Active practicing Roman Catholic in full communion with the Church;
- Knowledge of budgeting principles, accounting principles, and financial reporting;
- Organization, interpersonal skills, verbal and written communication skills;
- Working knowledge of information technology, including personal computers and Microsoft Office Software;
- Ability to maintain confidential information;
- Ability to relate to the variety of persons who are part of the Parish and Parish staff;
- The ability to successfully complete a criminal history and background check

Primary Duties and Responsibilities:

- Maintain or assist in maintaining the parish office and all records required by Church Law and the Policy of the Diocese of Owensboro; such as end of year reports, payroll reports etc. Prepare or assist in preparing reports necessary regarding these records.
- Balancing on a monthly basis all financial records of the parish
- Maintain or assist in maintaining all parish financial records as required by the

- Diocese of Owensboro, and prepare and assist in preparing an annual financial report as required by the Diocese of Owensboro.
- Prepare checks for the paying of all parish bills and maintaining accurate documentation to support all such payments.
 - Prepare payroll thru the Paycor system for parish employees; prepare or assist in preparing such reports and documents as required by the Government for payroll; i.e. accurate and timely payment of required Federal and State taxes and reports.
 - Reconcile all bank statements monthly, and maintain or assist in maintaining documentation that statements do balance.
 - File monthly, quarterly and annual reports as required by Diocese and Insurance company.
 - Maintaining and update personnel files on all employees regarding employment
 - Provide administrative, purchasing and clerical support to ministry staff
 - Manage computer, fax, copier system needs and requirements
 - Provide supervision of office staff
 - Act as a point person for inquiries on parish business matters and making appropriate referrals as needed
 - Maintain or assist in updating information on parishioners in the census program on file or in the computer. Included in this information will be an accurate keeping of parishioner's church contributions, sending end of year required contribution letters
 - Prepare the weekly parish bulletin
 - Maintain or assist in maintaining the parish Mass Register
 - Coordinate and schedule the use of parish facilities (parish halls, churches, gymnasium, picnic areas, etc).
 - Distribute copies of the Diocesan Statement of Policy and Procedures on Sexual Abuse and maintain Safe Environment active list.
 - Attend all Parish Finance Council meetings.
 - Assist with the setup and take down for parish functions.
 - Delegate duties to others hired by parish to assist in maintaining records, programs etc.
 - Maintain good business relationship and cooperation among all parish entities, staff, committees and Parishioners.
 - Other tasks and duties as may be required and assigned by the Pastor.

Physical Demands:

The characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, operate a computer, including use of a keyboard, reach with hands and arms; talk and hear and occasionally required to climb stairs, balance, stoop, or kneel. The employee must frequently lift and or move up to 10 pounds.

Employee Acceptance and Acknowledgement:

I have read and understand this job description. I am able to perform the essential functions of the position with/without reasonable accommodations. I understand that nothing in this job description is intended to create an employment contract that the employee is an employee at will, that the job description is not intended to create any guarantee of employment for any particular length of time.

Employee Signature

Date