

Prince of Peace Parish of Linwood MI
Position Description

TITLE: Parish Business Manager **Date:** October 2024
SUPERVISOR: Pastor
STATUS: Full-Time, Hourly, Non-Exempt *(Based on 40 hours per week)*

GENERAL DESCRIPTION

The Parish Business Manager collaborates with the Pastor, parish staff, and the parish Finance Council to establish best practices, policies, and procedures to follow regarding the financial health of the parish. Works closely with the Pastor and Parish Finance Council in preparing budgets and analyzing financial reports. Oversees the parish office and personnel. Serves as a team leader in the parish office ensuring that the office reflects the mission and values the parish and staff team.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Responsible for the business affairs of the parish including finance management, insurance and risk management, purchasing, etc.
- Financial Statements / General Ledger / Reconciliations
- Accounts Payable / Accounts Receivable / Annual Appeal / Special Collections
- Payroll Processing / Taxes / Reporting / Payroll & Tax Reconciliations
- Receive, verify, and remit outstanding balance for parish invoices.
- Oversee the collection counters.
- Post the weekly collection and special donations.
- Record all miscellaneous moneys received by the parish and deposit them in the Parish accounts or the Inter Parish Deposit and Loan (IPDL).
- Process bi-weekly payroll through Paycor.
- Complete monthly IPDL account transfers.
- Prepare and send year end contribution statements for parishioners.
- Complete monthly bank statement reconciliation.
- Human Resources:
 - Administration of Employee Benefits, Records and Files
 - Supervision of Maintenance and Housekeeping Staff
 - Supervision, training, and scheduling of Parish Office Staff
 - Coordination, training, and scheduling of Parish Office Volunteers
- Coordinate Vendor Relationships, Contracts and Documentation
- Assist Pastor with parish projects, security initiatives and proper internal controls
- Assist Pastor and Finance Council with annual budget.
- Coordinate completion and submission of the Diocese of Saginaw Year End Report.
- Assist Pastor with parish projects, security initiatives, and proper internal controls.
- Perform other business functions as assigned by the Pastor.
- Maintain a confidential, professional, welcoming work environment.
- Ensure that all parish and diocesan procedures are following in the handling of money.
- Maintain accurate and complete records for St. Valentine Cemetery.
- Manage the sale of lots in St. Valentine Cemetery.

- Schedule burials with sexton in St. Valentine Cemetery.
- Compose and send messages using Diocesan Evangelus platform.
- Maintain the Google calendar on the parish website.
- Perform updates to the parish website.
- Work with answering service to keep schedule and on-call coverage up-to-date.
- On-call for business matters received via the answering service. Back-up on-call for the Parish when Pastor is not available.

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Position reports to Pastor
- Maintain professional work relationships with parish staff and volunteers
- Oversees the parish office, under the supervision of the Pastor. Supervises the office professional and the maintenance staff person.
- Collaboration with Finance Council, attends regular meetings
- Comply with federal, state, and local safety laws
- Adhere to federal and state labor laws and employment practices
- Attend Diocesan workshops and training sessions

QUALIFICATIONS & SKILLS

Education: College degree or higher in Business Administration and Accounting, or equivalent

Experience: A minimum of three years prior bookkeeping experience and office management is required. Requires highly developed management and communication skills with a sound understanding of generally accepted accounting principles (GAAP).

Job Related Skills: Understanding of accounting software and Microsoft software applications (such as: Microsoft Excel/Word/Outlook/PowerPoint) is required. Must also possess a working knowledge of the internet, computers, and office equipment including, standard keyboard, 10-key calculator, etc. Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret statistics. Ability to use U.S. standards of currency and measurement.

Interpersonal Skills: The ability to work with others in a collaborative team environment.

Ability to maintain confidentiality and high standards of honest and ethical behavior. Be an active member of a Catholic faith community. Support and implement the mission of the parish.

Language skills: Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

- Hours of Work: Typical work schedule is during normal business hours; evening and weekend availability as needed.

- Nature of Work: Work environment is primarily in an office setting where the employee is required to do extensive computer work.
- Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift up-to 15 lbs.
- Valid Driver's License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic in good standing preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

JOB DESCRIPTION REVIEW AND ACCEPTANCE

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

SIGNATURES

- *Supervisor's signature indicates assignment of duties, line of supervision*
- *Employee's signature, after hire, indicates acceptance of duties and supervision*

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____