

Sacred Heart Parish of Mount Pleasant

Job Description

JOB TITLE: Business Manager

DATE: November 2025

SUPERVISOR: Pastor

STATUS: Full Time, Exempt, Salary *(based on 40 hours per week)*

GENERAL DESCRIPTION

The Business Manager oversees the administrative and business functions of Sacred Heart Parish and Sacred Heart Academy including budgeting, accounting, facilities management and improvements, personnel, purchasing, contracts/leases, training of support staff. Assists the Pastor in the care of all the material resources of the parish (plant and equipment, cemetery, and school). Serves as a team leader in the parish office ensuring that the office reflects the mission and values of the parish. Maintains a professional and welcoming work environment. The Business Manager provides data and reports needed to the Finance Council to advise and consult the Pastor in decision making and long-range planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Finance:

- Prepares, administers, and reviews parish budgets (including school) in collaboration with the staff, Finance Council, School Board, and other committees and commissions, subject to the review and approval of the Pastor
- Develops, organizes, evaluates, directs and assists with the accounting functions of the parish
- Prepares, develops and maintains written policies and procedures for the accounting functions of the parish according to diocesan standards
- Implements and secures training needed for staff to use accounting software identified by the Diocese – currently Shelby Next, soon to be Sylogist
- Maintains accuracy of all financial files and accounts and maintains a sufficient cash flow
- Prepares financial reports for Finance Council, pastor, administrators and the Diocese of Saginaw on a timely basis
- Acts as liaison between the parish and Diocese of Saginaw in financial matters

Human Resources:

- Develops and administers the parish/school personnel policies in keeping with the directives of the Diocese of Saginaw
- Coordinates and delivers the compensation and benefits system for all parish employees
- Maintains all personnel files in accordance with diocesan, state and federal standards
- Orientation of new employees and first point of contact for current employees with questions or needs

Business/Administration:

- Oversees the operations of the parish offices. Hires, supervises and evaluates parish secretarial, clerical, financial and maintenance staff with approval of the Pastor
- Monitors cash flow and projects needs for normal operations
- Consults with and advises Pastor and principals on trends or issues that should be considered in long range planning

- File or supervise the completion of all required Federal and State tax forms and reports
- Attends Parish Staff Meetings & Finance Council Meetings, also provides information or attends School Board Meetings and Parish Council Meetings as needed/requested
- Attends diocesan meetings as required or as requested by the Pastor

Facilities/Resources:

- Supervises maintenance of all parish properties and buildings and vehicles
- Maintains bus driver records and compliance reports
- Collaborates to file cafeteria reports with the appropriate governmental agency
- Establishes and monitors preventative maintenance programs for all properties
- Collaborates and shares input for security of all parish properties
- Establishes policies and manages programs to purchase materials, supplies and equipment for all parish/school use
- Solicits and reviews bids and negotiates service contracts for parish and school.
- Other duties as assigned by supervisor.

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Pastor and Pastoral Leadership Team
- Principal and school office staff
- Maintenance Director
- Transportation Director
- Parish Office Staff
- Director of Development

QUALIFICATIONS & SKILLS

Education: Bachelor's degree in business administration with a major in accounting desired

Experience: Five (5) years' qualifying experience, in non-profit, for-profit, education, or training. Must have supervisory experience and the ability to manage. Must possess knowledge of accounting principles and practices.

Job Related Skills: Demonstrated organizational skills and ability to meet deadlines. Must possess computer skills necessary for this position. Must possess the ability to present oneself in a professional manner

Interpersonal Skills: Must possess excellent interpersonal communication skills. The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior. A heart for service and a commitment to the Catholic Church .

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

- The Business Manager works beyond normal working hours, and frequent evening and/or weekend work is required
- 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 25 lbs
- Regular, reliable attendance is required
- Valid Driver's License 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 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: _____