



Job Title: Parish Business Manager``

Written/Revised: 2/17/2025

Parish: Saint Mary, Delaware OH

FLSA Code: Exempt (Salaried)

Responsible to: Pastor

Pay Range: Commensurate

I. JOB SUMMARY

The Parish Business Administrator serves in a key management position as a staff resource in support of the pastor, ensuring that parish needs in administration, personnel, finance and facilities are fulfilled. This position directs and manages these efforts with technical and legal expertise within the framework of shared ministry in Catholic and Christian values by performing the following duties personally or through subordinates.

This job description reflects management's assignment of essential job responsibilities; it does not prescribe or restrict the tasks that may be assigned. All the duties and standards within this job description will be performed according to the established policies, procedures and guidelines outlined in the parish and Diocese policy and procedures manuals.

II. ESSENTIAL JOB RESPONSIBILITIES

1. Oversees office operations and procedures on a day-to-day basis such as bookkeeping, preparation of payroll, personnel, information management, accounts payable, offertory contribution management, and IT services. Maximizes office productivity through proficient use of appropriate software applications.
2. Communicates with the Pastor and School Principal so that they are fully apprised of matters being considered and acted on.
3. Ensure compliance with the policies, procedures, and guidelines of the Catholic Diocese of Columbus.
4. Acts as liaison to the diocesan administrative agencies and third-party entities regarding fiscal and operational matters such as government, regulatory, or environmental.
5. Maintains accurate parish, operational, and facilities records including repairs, construction, human resources, departmental, financial, and cemetery records.
6. Assist Pastor and School Principal in recruiting, hiring and dismissing employees with the guidance of the Diocese Human Resource Department. Maintains and adequate level of knowledge on current employment laws.
7. Acts as primary local benefits administrator, contract negotiator, and wage and salary administrator for the Diocese.
8. Review staffing needs and makes appropriate recommendations.
9. Formulates procedures for systematic retention, protection, retrieval, transfer, and disposal of records. Maintains appropriate level of confidentiality with documents and information.
10. Consults with and advises Pastor and Principal on business and administrative matters that affect the parish and school.
11. Completes an annual evaluation of the support staff and volunteers of the parish.
12. Negotiates contracts with suppliers and contractors in order to ensure the highest quality service in the most cost-effective manner to the parish and school.

13. Coordinates plans for capital and deferred maintenance projects.
14. Ensure accurate operational and facility records are maintained for repairs, construction, departmental reporting, and cemetery records, and other as needed.
15. Ensures that all liability and maintenance needs are met to support events and Parish functions.
16. Assists with selection, hiring and dismissal of parish personnel in collaboration with the pastor. Maintains complete and accurate personnel files on each staff member and volunteer.
17. Act as point of contact for all human relations concerns or issues.
18. Attend staff, parish, and Diocesan meetings when appropriate or requested.
19. Attend and support the Finance Council, Festival, Beautification, and other committee meetings.
20. Maintains professional working relationships and effective communications with the parish, community, Diocese and other outside groups and authorities.
21. Employees are expected to abide by the regular work hours established by the parish policies and procedures. Punctuality in attendance and in assignments is required.

III. FINANCIAL RESPONSIBILITIES

- Ensure sound financial management and the parish and school practice fiscal controls at all times.
- Manage setup of all new employees.
- Oversea bookkeeper on all aspects of the tuition billing process, including Ed Choice scholarships, SGO funds and any other matters regarding amounts due on student accounts.
- Oversea Bookkeeper on all accounts payable and accounts receivable ensuring that these functions operate efficiently and meet the criteria laid out by the Diocesan accounting manual.
- Oversea the month-end-close process, including the reconciliation of all bank accounts and bank transfers in accordance with the Diocesan accounting manual.
- Oversea the annual budget for the parish and school in accordance with the Diocesan guidelines with accurate input from all necessary departments.
- Oversea and works with Bookkeeper to provide financial reporting (as needed or as required) regarding budget updates, the profit and loss by cost center, balance sheet and any other financial reporting that may be required.
- Sets monthly meetings agendas and attends the Finance Council meetings.
- Oversea with Finance Council and Bookkeeper the annual financial report to the Parish.

IV. OTHER POSITION RESPONSIBILITIES

1. Understands Catholic social teaching and applies it to parish policies and practices.
2. Participates in parish and Diocesan religious programs as directed by the pastor.
3. Maintains a neat and safe work area.
4. Performs other duties as assigned.

V. POSITION QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required: Compliance with BCI background checks and completion of Protecting God's Children program.

Education: College graduate or equivalent with major in Business Administration, Accounting or Finance is preferred. Knowledge and understanding of the Catholic Church and its mission is required.

Experience: Three to five years previous business management, finance, or office management experience or equivalent combination of education and experience is required.

Job Related Skills: This position requires knowledge of bookkeeping and accounting work. The position also requires frequently moving about the parish facilities to inspect and oversee. Some evening work and weekend work is required as necessary in order to attend meetings and special events. To perform this job successfully, an individual should have knowledge of MS Office (Word, Excel, Outlook, and Access) and Payroll systems. Familiarity with Paycor (payroll system) and Quickbooks Desktop is a plus.

Interpersonal Skills: Excellent oral and written communication and human relation skills when dealing with co-workers, other parish or Diocesan employees, families and parishioners.

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

Working Environment: The ability to maintain all information highly confidential.

VI. PHYSICAL STRENGTH DEMANDS

The Physical Demands Strength Rating reflects the estimated overall strength requirement of the job. It represents the strength requirements, which are considered to be important for average, successful work performance.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly (Constantly: activity or condition exists 2/3 or more of the time) to move objects. Even though the weight lifted may be only a negligible amount, a job should be rated Light Work (1) when it requires walking or standing to a significant degree; or (2) when it requires sitting most of the time, but entails pushing and/or pulling of arm or leg controls.

ADHERENCE TO CHURCH TEACHINGS, JOB DESCRIPTION REVIEW AND ACCEPTANCE:

Employee understands that as an employee of a Catholic institution Employee is expected to abide by Catholic Church teachings, both within and outside their employment duties, and regardless of her/his religious affiliation. As such, Employee agrees to refrain from conduct or lifestyle, which would be in contradiction to Catholic doctrine or morals. Employee also agrees to comply with and act consistently in accordance with the teachings of the Roman Catholic Church, and the rules, regulations, and policies of the employing agency and the Diocese of Columbus now in effect, or that may hereinafter be adopted governing this employment, including but not limited to the attached *Adherence to Church Teachings* policy. Employee understands and agrees that the Employer has the right to dismiss Employee for violation of these standards, thereby terminating any and all rights Employee may have to continued employment. Notwithstanding any of the above, volunteering while an Employee is an independent decision and action of an Employee and, as such, is not a requirement of employment at the Diocese whatsoever.

ADHERENCE TO CHURCH TEACHINGS

All personnel who serve in Catholic employment are expected to be examples of Catholic moral behavior and professionalism. All personnel, regardless of their religious affiliation, are therefore required to abide by the moral values advanced by the teachings of Christ, the tenets of the Catholic Church, and the policies and regulations of the Diocese and the employing agency or office. Personnel may be disciplined or terminated for violations of these standards, or any conduct, which appears to reject or offend the teachings, doctrines, or principles of the Catholic Church. While there may be others not mentioned below, examples of conduct that may result in termination of employment include: (a) public support of activities or publicly espousing beliefs contrary to Catholic Church teaching; (b) public statements disparaging or causing contempt against religion in general or the Catholic Church in particular; (c) entry into a marriage which is not recognized by the Catholic Church; (d) having an abortion or publicly supporting abortion; (e) sexual relations (same or opposite sex) outside the institution of marriage as recognized by the Catholic Church; (f) pursuing or publicly supporting in vitro fertilization. The teachings of the Catholic Church can be found in "The Catechism of the Catholic Church" which is online at here <http://www.vatican.va/archive/ENG0015/INDEX.HTM>.

All personnel adhere to civil and ecclesial law, policy and procedure concerning the reporting of neglect, suspected abuse or when physical harm could come to the person or to a third party.

All personnel are aware they have considerable personal power because of their ministerial position. Therefore, they will sustain respectful ministerial relationships, avoiding manipulation and other abuses of power. Physical, sexual, or romantic relationships between an adult volunteer and a minor are unethical and are prohibited.

For questions or concerns, or to send us your resume, please e-mail employment@delawarestmary.org.

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.

Employee Signature

Date