

Emmaus Pastorate Business Manager

Primary Functions of the Position:

To oversee the general office, personnel and financial activities of the pastorate. To accomplish additional tasks as defined by Pastor.

Reports to: Pastor

FLSA: Exempt

Position Content: Major Position Responsibilities and Regular Duties:

1. Business Office

- a. Act as Pastor's liaison for pastorate business and administrative matters.
- b. Develop better venues of communication between parishes in the pastorate and with the public.
- c. Ensure support is in place to assist Pastor with clerical and executive administrative needs.
- d. Move toward central purchasing of all office supplies.
- e. Develop and execute purchase orders for all Pastorate purchases.
- f. Maintain all aspects of computers, printers, copiers and phone systems.
- g. Negotiate, monitor and manage all contracts affecting pastorate activities.
- h. Assist in delivery of all liturgical supplies and other materials to all Pastorate parishes.

2. Personnel

- a. Coordinate all HR related issues, including but not limited to: completion and filing of proper forms, completion and filing of annual evaluations of all personnel and documentation of employee days off, sick leave and vacation days.
- b. Supervise all staff not reporting directly to the Pastor: bookkeepers, secretaries, custodians and building and grounds personnel.
- c. Assure all staff receive required education upon hire and continuing education as appropriate.
- d. Assist and encourage each Pastorate Committee to utilize and grow the volunteer base.

3. Finance

- a. Assist Finance Committee in preparing the annual budget.
- b. Prepare annual parish financial report and assist in presentation if needed.
- c. Provide regular monthly reporting of financial matters for parish transparency.
- d. Supervise bookkeepers on all bill payments, payroll, banking, tax matters and required reporting to pastorate.
- e. Ensure proper procedures are followed for processing of weekly collections, EFT communication with financial institutions and manage collection counters.
- f. Collaborate and communicate with the Archdiocesan Finance Office as needed.
- g. Identify areas for fiscal development and improvement.
- h. Strive for ways to improve the financial health of parish/pastorate.
- i. Serve as development director for parish/pastorate to include education on bequests, memorials and planned giving to parish/pastorate councils.
- j. Serve as liaison/point person of all fundraising initiatives ensuring compliance with regulations, scheduling of events and evaluation of activities.
- k. Oversee each parish cemetery plan assuring financial viability and accurate records.