

## **POSITION DESCRIPTION**

St. Joseph's Catholic Church of Grand Rapids, Minnesota

Job Title:	<b>Business Manager</b>
Department:	Administration
Reports To:	Pastor
FLSA Status:	Exempt
Schedule	Full Time
Supervises:	Bookkeeper/Office Assistant, IT Support, Maintenance Supervisor, St. Augustine-Maintenance Coordinator and All Contract Services

### **SUMMARY**

This position is responsible for maintaining and managing all accounting, human resources and payroll processes in an accurate and timely manner for St. Joseph Catholic Church and School, St. Augustine Catholic Church (Cohasset, MN), and St. Joseph's Church and School Endowment Fund. Responsibilities include facility and office systems management and effective oversight of contract services.

### **CONTEXT**

St. Joseph and St. Augustine Catholic Churches are a parish cluster served by one pastor. St. Joseph School is a parochial school located on the grounds of St. Joseph Catholic Church. A Catholic school exists to help fulfill the evangelical/educational mission of Christ's Church as defined by the mission of the Diocese of Duluth. This position helps the school to meet this primary purpose of Catholic education.

This position is an extension of the Church's ministry. The incumbent must have the willingness and ability to support the Mission of the Universal and Local Roman Catholic Church.

### **MAJOR AREAS OF RESPONSIBILITY / ESSENTIAL DUTIES**

1. Effectively manage the business office functions for St. Joseph and St. Augustine parish cluster, St. Joseph Catholic School and St Joseph's Church and School Endowment Fund.
2. Facilitate annual budget process in an efficient manner for two parishes and school (with assistance from the pastor and school principal) and committees; work in liaison with endowment fund advisor(s).
3. Responsible for, including oversight of, all aspects of accounting including accounts payable and receivable, payroll processing and/or outsourcing, monthly close, general ledger, financial reporting and bank reconciliation.
4. Responsible for cash management and vendor relationships.
5. Effectively manage human resources matters including benefits administration for all staff in line with diocesan policies, state and federal law.
6. Prepare and present accurate and timely financial reports for monthly and quarterly meetings and as needed.
7. Maintain property records and coordinate facility maintenance and management needs including building security.

8. Responsible for office systems including telephone, printer and networking, security systems, and contracted services.
9. Effectively manage online donation site.
10. Work with development director for capital campaigns and fundraising initiatives.
11. Collaboratively works with pastor, other staff, and parish and school volunteers.
12. Attend office staff, committee and diocesan meetings; complete training as directed.
13. Fulfill other responsibilities as identified by the pastor.

### **GENERAL RESPONSIBILITIES**

Depending on the needs of the school and/or parish cluster, additional business office staff may need to be hired and supervised.

### **SUPERVISORY RESPONSIBILITIES**

Responsible for immediate supervision of Bookkeeper/Office Assistant, IT Support, Facility Maintenance Supervisor, St. Augustine-Maintenance Coordinator and All Contract Services.

### **QUALIFICATIONS**

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

### **EDUCATION, TRAINING and/or EXPERIENCE**

1. Bachelor's degree in accounting, finance or business administration (preferred) or 5 years relevant work experience.
2. Strong experience with Excel, Word and other Microsoft programs; working knowledge of accounting software to access information and produce reports
3. Experience working with full general ledger and outsourced payroll systems preferred
4. Supervisory experience preferred.
5. Knowledge, understanding and appreciation of the Catholic Church is beneficial.

### **LANGUAGE SKILLS**

Incumbent must have the ability to read, analyze and interpret general business periodicals, technical procedures or governmental regulations. Must have the ability to write reports, business correspondence and procedure manuals. Must effectively present oral or written information and respond to questions.

### **OTHER SKILLS AND ABILITIES**

1. Willing to establish and maintain effective working relationships to complete work assignments
2. Ability to work with minimal supervision
3. Able to manage workload, deadlines and volume
4. Able to identify problems, refer to applicable policies and recommend appropriate action
5. Must possess good organizational skills and is detail oriented
6. Ability to maintain confidentiality
7. Successfully pass a criminal background check

**CERTIFICATES, LICENSES**

There are no certificates or licenses required for this position.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 20 pounds. Specific vision abilities required by the job include close vision, distance vision, and the ability to adjust focus.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The environment is a traditional office and school setting with individual work spaces. While performing the duties of this job, the employee is exposed to moderate noise levels in the work environment. Occasional evening and weekend work and travel to meetings (diocesan), trainings, and retreats may be required.