**Newport-Fort Loramie Pastoral Region**

**Parish Office Center: 937 295-2891**

**33 Elm St.**

**Ft. Loramie, Ohio 45845**

**St. Michael Parish Ss. Peter & Paul Parish**

**P.O. Box 7 P.O. Box 199**

**Ft. Loramie, Ohio 45845 Ft. Loramie, Ohio 45845**

**BUSINESS MANAGER**

**POSITION DESCRIPTION**

**POSITION TITLE:** Business Manager **EFFECTIVE DATE:** October 2019

**REPORTS TO:** The Pastor of St. Michael Parish and Ss. Peter & Paul Parish (NFL Pastoral Region)

**POSITION SUMMARY:** The Parish Business Manager is an administrator in support of the Pastor's responsibilities to the parish. This administrator is a steward of the physical, financial, and personnel resources of the parish.

**CREDENTIALS & EXPERIENCE REQUIRED:**

1. Skills, Knowledge, and/or Abilities

* Must be a member in good standing of the Catholic faith community
* Must have knowledge of accounting principles and practices
* Must have excellent interpersonal communication skills
* Should have supervisory experience
* Must have good organizational skills
* Must have good record-keeping skills
* Must have computer skills necessary to manage parish system: Proficiency with MS Office products, including Word and Excel; PDS and ParishSoft software experience is desirable
* Must have good facilitation skills
* Must have ability to manage
* Must have ability to present oneself professionally
* Must have ability to maintain confidentiality
* Must have ability to prioritize and to be flexible
* Must be able to collaborate effectively with a team of other professional and support staff
* Must be able to demonstrate a history of good judgement, initiative, confidentiality and discretion
* Must have a valid Ohio Driver License
* Must maintain “Virtus” training requirements

2. Education, Training, and/or Experience

* Bachelor’s degree in Business, Administration, Finance or Accounting and/or
* Five to Ten (5-10) years business experience; preferably in the Catholic Church
* Knowledge and understanding of the Catholic Church and its mission

**PRIMARY DUTIES & RESPONSIBILITIES:**

1. Financial Responsibilities

* Maintains accuracy of all financial files and records; establishes a responsible cash flow management system
* Prepares, administers and reviews budget process in collaboration with finance and other commissions, subject to review and/or approval by Parish Council, as required
* Oversees payroll; ensures timely employee 401k deposits
* Attends all necessary Parish committee meetings
* Acts as liaison between the parish and the archdiocese in financial matters
* Maximizes cash management resources
* Coordinates and reviews parish organizations' funds
* Oversees Festival and all finances thereof

2. Personnel Responsibilities

* Assists Pastor in hiring staff
* Responsible for progressive discipline, and recommending termination when necessary.
* Establishes and maintains evaluation process
* Administers salaries and benefits programs
* Supervises parish secretary, clerical aides, financial staff and maintenance staff
* Participates in the hiring and termination policies of the parish, in collaboration with the Pastor
* Maintains knowledge of all issues regarding personnel laws.

3. Administrative Responsibilities

* Directs the management of the parish office
* Oversees the management of the parish records. This includes responsibility for the computer system of the parish, including training and maintenance.
* Coordinates parish liability and property insurance, workers' compensation with archdiocesan general insurance program
* Maintains all cemetery records if applicable
* Maintains good working relationships, effective communications between parish community, various groups and outside authorities
* Attends all pastoral staff meetings, commission meetings and Parish Council meetings, as necessary
* Attends all archdiocesan meetings, as necessary, representing the parish and the Pastor
* Consults with and advises Pastor on business and administrative matters that affect the parish

4. Facilities Management Responsibilities

* Supervises any major construction, improvement or repair; liaison with Archdiocese.
* Solicits and reviews bids and quotes and negotiates contracts
* Responsible for all purchasing
* Establishes and monitors preventative maintenance programs for all properties, including repairs, upkeep, and contracts for maintenance
* Maintains security of property (Buildings, Keys, files, etc.)
* Member of all parish committees pertaining to construction
* Controls use of parish facilities by various groups

**SUPERVISION RECEIVED:**

Works under the direction of the Pastor and/or his delegate

**SUPERVISION EXERCISED**:

* Direct supervision of all non-pastoral staff
* Non-direct supervision of all pastoral staff
* Provide direction for any staff or volunteers helping in any related roles

**RESPONSIBILITY FOR QUANTIFIABLE MEASURES:**

* Meet or exceed established goals
* Accuracy and completion of duties in all areas of responsibility
* Administers parish budgets of St. Michael and Ss. Peter & Paul Parishes

**WORKING ENVIRONMENT:**

* Frequent evening and/or some weekends; unpredictable schedule
* Must be able to climb stairs

**COMPENSATION/BENEFITS:**

* Salary is commensurate with experience and according to Archdiocesan guidelines
* Benefits are offered according to Archdiocesan guidelines

**TERMS OF EMPLOYMENT:** Full Time, Exempt, Approximately 40 hours per week, 52 weeks/year

*Employees of the NFL Pastoral Region of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the NFL Pastoral Region. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops with regard to Catholic teaching. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.*

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Employee Signature Date

**EMPLOYMENT IS CONTINGENT ON MEETING ALL BACKGROUND CHECKS AND VIRTUS REQUIREMENTS**

**ST. MICHAEL AND SAINTS PETER & PAUL PASTORAL REGION IS AN EQUAL OPPORTUNITY EMPLOYER**

**APPLY AT:** Send resume to [steves@nflregion.org](mailto:steves@nflregion.org) attention Fr. Steven Shoup

**APPLY BY:** Open until filled.