

Our Lady of Grace Church

Job Title:	Parish Business Manager	Full-time
Reports To:	Pastor	12 month

% of time	Key Responsibilities
40%	<ol style="list-style-type: none"> 1. Oversee parish finances. <ol style="list-style-type: none"> a. Prepare monthly financials and maintain accounts payable/receivable. b. Prepare annual fiscal budget. c. Maintain diocesan compliance for annual fiscal reports and requirements. d. Assist with capital campaign planning and oversight. e. Assist with long-term planning goals. f. Maintain insurance compliance with Catholic Mutual Group. g. Coordinate and lead the monthly finance council meeting.
10%	<ol style="list-style-type: none"> 1. Manage parishioner database and contribution records. <ol style="list-style-type: none"> a. Maintain accurate information for parish households, including new parishioners. b. Manage and record the contributions received at Mass and online. c. Maintain record of diocesan or national collections. d. Provide annual giving statements to all parish households.
<5%	<ol style="list-style-type: none"> 1. Serve as the coordinator for Safe Environment compliance. <ol style="list-style-type: none"> a. Maintain record of all volunteer Safe Environment reporting. b. Ensure Faith Formation programs are in compliance with diocesan requirements. c. Complete the annual audit by July 1st each year.
10%	<ol style="list-style-type: none"> 1. Manage use of parish and school facilities. <ol style="list-style-type: none"> a. Oversee maintenance, improvements, vendors and policies. a. Monitor and maintain facilities calendar. b. Manage inventory of key supplies and purchasing for parish staff and volunteers.
<5%	<ol style="list-style-type: none"> 1. Human resources <ol style="list-style-type: none"> a. Maintain all personnel files and ensure compliance with diocesan, state, and federal requirements. b. Supervise employees in collaboration with the pastor. c. Process monthly payroll.
10%	<ol style="list-style-type: none"> 1. Provide office support. <ol style="list-style-type: none"> a. Serve as the point of contact for various parish groups and individuals. b. Work with pastor and parish staff in developing continued vision for discipleship and mission. c. Attend monthly parish staff meetings. d. Attend quarterly parish council meetings. 2. Other duties as assigned.
10%	<ol style="list-style-type: none"> 1. Serve as the Liturgical Coordinator. <ol style="list-style-type: none"> a. Schedule weekly liturgical ministers using Ministry Scheduler. b. Oversee the volunteer who manages the adoration schedule. c. Coordinate liturgical decorating with volunteers as needed.
10%	<ol style="list-style-type: none"> 1. Serve as the Stewardship Coordinator. <ol style="list-style-type: none"> a. Work with Stewardship Council in planning and carrying out annual stewardship renewal. b. Manage and record the stewardship renewal forms into database. c. Disseminate stewardship information to appropriate individuals or groups.