

Job Title: Business Administrator

Revised: October 20, 2021

Reports To: Parish Pastor

Work Commitment: Full time/ Exempt

Position Purpose: This position supports the Pastor with the management of parish operations; including facilities, finances, legal matters, human resources policies and business affairs in accordance with parish and diocesan policies and procedures. The facilities staff reports to this position. All responsibilities and leadership roles are executed in a manner that supports the mission.*

****Making disciples of Jesus as a university Catholic church.***

Statement on Working for the Catholic Church: Employment in and by the Catholic Church is substantially different from secular employment. Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church. Their behavior must not violate the faith, morals or laws of the Church or the Archdiocese, such that it can embarrass the Church or give rise to scandal. It is required that this employee be a Catholic.

Financial Responsibilities:

1. Oversees the daily financial activities of the parish which includes accounting, purchasing, financial planning, and reporting systems for all parish financial matters under the rules of accrual-based accounting and in accordance with archdiocesan policy.
2. Overall responsibility for the budget and to create a process that ensures that each staff member understands their role and responsibility as it pertains to the budget.
3. Authorizes the purchase of supplies, equipment and services, and the disposal of surplus property, utilizing competitive bid procedures. Purchasing authority is for all purchases less than two-thousand, five hundred dollars (\$2,500). Any purchases more than \$2,500 initiated by the Business Administrator should be approved by the pastor.
4. Serves as a resource for the Finance Committee, attends all committee meetings, presents the financial reports and keeps the Finance Committee informed of all financial related issues. Maintains and posts finance council minutes.
5. Oversees and assures that proper controls are utilized for the collection, counting, recording, and depositing of revenue from all income sources.
6. Verify the accuracy of all incoming invoices, code and upload to the accounting portal.
7. Manage the banking and investment relationships.
8. Manage the relationship with the Parish Accounting Services Center (PASC).
9. Manage and reconcile the parish credit card statement monthly.
10. Complete all monthly financial tasks in a timely manner to ensure timely month-end closing reports are generated.

Development and Stewardship

1. Oversee the Sunday offering counters to ensure they are following the archdiocese guidelines.
2. Enter the Sunday offering and donor gifts into the database.
3. Prepare deposits and take them to the bank.
4. Work closely with the Director of Development to ensure efficient processes and provide supporting information for donor calls.

Human Resources Responsibilities

1. Implements and ensures compliance with parish personnel policies.
2. Develops hiring and termination procedures, writes or updates job descriptions, and personnel evaluation procedures.

3. On site administrator of employee payroll and benefits.
4. Serves as the safe environment coordinator for the organization.
5. Ensure that all employees are current with the insurance training required for PACE/PRISM
6. Implements and holds staff accountable to safety and security policies.
7. Recruits, interviews, and hires personnel in collaboration with the pastor; may discipline and/or terminate staff as appropriate and in collaboration with the pastor and after consulting legal services.
8. Maintains files for all employees.

Facilities Management

1. Manage the relationship with the outsourced facilities management company and with their support -
 - a. Facilitate building or equipment maintenance and repairs.
 - b. Ensure building licenses are current (elevator, boiler, etc).
 - c. Approve and hold accountable lawn service, cleaning service, waste disposal, elevator maintenance and all other equipment or services involved in maintaining the building.
2. Supervise the custodian and any outside cleaning services.
3. Purchasing of routine and budgeted building supplies.
4. Manages insurance programs provided by the Diocese for property, liability, and employee coverage and ensures the parish remains in compliance with PACE/PRISM.
5. Oversees and manages all rental relationships. (Gym, parking, etc)
6. Maintain the operations manual to serve as a staff reference guide to address facilities issues.
7. Represent or coordinate the representation of the parish in local and civic forums as needed or appropriate to ensure that parish interests are considered in municipal decision-making.

Other Responsibilities: As with any small organization, everyone is called on to step in and help when an unexpected need arises. This can include everything from serving as front desk monitor or answering phones to pushing a mop if the custodian has left and there is a spill. We work as a team and each role is equally important and we are always ready to assist a team member.

Skills:

- Active Listening – Gives full attention to those that need assistance, taking time to understand requests, asking questions as appropriate and offering the appropriate support.
- Time Management – Discerning the appropriate amount of time to devote to the many varied tasks and individuals that need support.
- Oral Expression – The ability to communicate information and ideas in speaking to others so that they will understand.
- Written Comprehension – The ability to read and understand information and communicate effectively in writing as appropriate for the needs of the audience.
- Technology Savvy – Must be proficient with word, excel and other typical office software, equipment and technology.

Qualifications

- Demonstrate understanding and acceptance of the Catholic doctrine
- Completion of a college degree in Business Administration, Accounting, or Finance, or its equivalent experience
- Supervisory experience
- A basic knowledge of accounting
- Proficiency with Microsoft excel, word and other office programs
- Experience preparing a strategic plan and a financial budget

Job Description

- The ability to make difficult or unpopular decisions and implement them in a charitable manner
- Successful completion of the “essential 3” which includes a background check, signing the code of conduct and completing the Virtus training
- Ability to participate in some evening and/or weekend responsibilities
- Personal vehicle for trips to bank, meetings, shopping, etc. Reimbursement for mileage available

THE RESPONSIBILITIES LISTED ABOVE ARE REPRESENTATIVE RESPONSIBILITIES INTENDED TO DESCRIBE THE GENERAL NATURE AND LEVEL OF WORK PERFORMED BY STAFF MEMBERS ASSIGNED TO THIS POSITION. IT IS NOT INTENDED TO BE AN EXHAUSTIVE LIST OF RESPONSIBILITIES AND QUALIFICATIONS REQUIRED TO THE POSITIONS.

I have reviewed this job description and agree that it is an accurate representation of the responsibilities of my position. I understand that, as the organization’s needs change, my job description will also change.

Incumbent’s signature _____ Date _____

I have reviewed this job description and agree that it is an accurate representation of the responsibilities performed in this position.

Supervisor’s signature _____ Date _____

St. Lawrence Catholic Church and Newman Center does not discriminate in any manner contrary to law or justice on the basis of religion, age, sex, race, national origin, sexual orientation, veteran status or handicap in its activities.