Business Manager – (Full-Time) – Holy Spirit Parish, San Jose

POSITION SUMMARY:

The Parish Business Manager assists the Pastor in parish administration and management, which includes human resources, facilities, and finances.

DUTIES AND RESPONSIBILITIES INCLUDE THE FOLLOWING (and other duties as assigned):

- Implement diocesan policies on human resources and safe environment (for parish staff and volunteers). Act as liaison with the Diocese in these areas.
- Assist with new hires, staff change of status and termination.
- Oversee vacation, sick time, workers’ comp, etc. (through Workday).
- Make recommendations to Pastor when necessary for staff compensation or termination.
- Ensure that the annual performance reviews of all staff are performed by their supervisors.
- Oversee Stewardship and Development.

Front Office

- Ensure coverage for front office when employees are sick.
- Organize office operations and procedures, reviewing and approving office supply orders.
- Maintain office efficiency by making necessary adjustments, repairs or upgrades on office systems, layouts, and equipment.
- Provide guidelines for retention, protection, retrieval, transfer, and disposal of records.

Facilities & Safety

- Work with the facility coordinator of the parish in:
  - Overseeing major repairs, renovations and capital projects in accordance with diocesan
  - Oversee the maintenance, safety and security of parish buildings, grounds, equipment
    and act as liaison with Diocese’s Facilities Director and Risk Management.

Finance:

- In consultation with the Pastor and Parish Finance Advisory Council, develop, implement
  and administer parish financial policies and procedures in accordance with the diocesan
- Manage basic bookkeeping functions when necessary (if Bookkeeper is not available).
- Assist the Pastor in the offertory enhancement programs, fund raising for special parish projects,
  planned giving, stewardship and the Annual Diocesan Appeal.

Meetings:

- Prepare and schedule all meetings including staff, deanery, finance, parish council, and Diocesan

Education and/or Experience:
Education: Bachelors Degree or strong background in business, or human resources.

Computer Skills: Microsoft Office, QuickBooks, Excel, ParishSoft, and Workday (must have knowledge of Workday or be willing to learn)

Other Requirements:
- Able to work evenings and weekends if required
- Ability to interact and collaborate with both volunteers and staff.
- Supervisory, management and organizational skills.
- Basic knowledge of Church
- Strong oral and written communication skills.
- Self-motivated and reliable.

How to Apply:

Please send cover letter and resume to jobs@dsj.org.

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