

DIRECTOR OF OPERATIONS (FT)

POSITION DESCRIPTION

St. Agatha Parish is seeking a full-time Director of Operations to serve as a staff resource to the Pastor in fulfilling administrative needs in finance, buildings and grounds and personnel. Since a vital ministry of the Parish is St. Agatha School, this position is also responsible for management of relevant functions there as well. The Director of Operations directs these efforts with technical and legal expertise within the framework of shared ministry in Christian and Catholic values.

Essential Responsibilities

I. Financial Management

- Maintains an accurate filing and record keeping and reporting system for all parish financial matters. Insures that monthly, quarterly and year-end reports are prepared as needed;
- Administers a cash flow management system;
- Approves all invoices for payment and enters all invoices for payment;
- Monitors the collection, counting, recording and depositing of parish revenue from all sources;
- Supervises the Parish bookkeeper to insure that all payments are properly presented to the Pastor for signature, are paid in a timely manner, and that all bank accounts are reconciled monthly;
- Prepares, administers and reviews the budget development process for the Parish and School in collaboration with the Finance Council, Pastor and appropriate Staff;
- Reconciles all parish and school bank accounts in a timely manner;
- Prepares and promulgates to all constituents an Annual Report for the Parish and School;
- Acts as liaison to the Parish Finance Council.

II. General Operational Responsibilities

- Directs the operation of the parish office;
- Oversees operation of the parish MIS system, including the parish web site in conjunction with the System Administrator;
- Assists with hiring and selection of personnel in collaboration with the Pastor;
- Ensures that the parish is in compliance with Archdiocesan mandates;
- Oversees the ordering, utilization and inventory of all consumables, including liturgical, office, household (Rectory) and janitorial equipment and supplies.

III. Facilities Management Responsibilities

- Supervises the Parish maintenance staff and manages repairs or new construction in the Church, School, Rectory;
- Negotiates contracts with suppliers and construction firms;
- Schedules use of parish facilities to accommodate all Parish and School ministries;
- Oversees the parish's security system, including the installation, operation and maintenance of fire and security alarm systems as needed;
- Insures that all routine maintenance is completed in a timely manner and that preventive maintenance on all major systems is completed;
- Oversees grounds maintenance including landscaping and snow removal.

IV. Human Resource Responsibilities

- Administers parish salary and benefit policies as directed by the Pastor;
- Acts as Payroll Administrator for both the Parish and School and administers the bi-weekly payroll;
- Insures that adequate Personnel records are maintained on each employee and that confidentiality of all records is maintained;
- Acts as Benefits Administrator for health and dental insurance, long-term and short-term disability, life insurance and 401(k) contributions for all Parish and School employees;
- Assists in the resolution of personnel disputes;
- Insures that all new employees meet entrance requirements and complete all necessary paperwork, including the completion of a CORI Request Form;
- Administers all FMLA requests.

QUALIFICATIONS & SKILLS

- Must be a Catholic in good standing by possessing the ability to project a faith-filled presence by applying Catholic principles to operational situations;
- BA/BS in business, accounting or related field preferred; extensive managerial experience especially in a Catholic parish environment may be substituted;
- 3-5 years supervisory/management experience;
- Ability to supervise clerical, administrative assistant and facility staff;
- Working knowledge of computer operations and parish office equipment;
- Ability to work collaboratively with other parish staff and small groups of volunteers;
- Knowledge of personnel policies and procedures;
- Basic knowledge of physical plant equipment and systems;
- Knowledge of current security technology.

Please send your letter of interest and resume to search@stagathaparish.org.