

# The Cities of God

## Business Manager

### Job Description

<b>PARISH:</b>	Parish Grouping 444 The Cities of God
<b>OFFICE:</b>	<b>St. Ferdinand Parish (Cranberry Township)</b> <b>St Gregory Parish (Zelienople)</b> <b>Holy Redeemer Parish (Ellwood City)</b>
<b>FLSA Status:</b>	<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Non-Exempt

<b>JOB TITLE:</b>	Business Manager	
<b>NAME :</b>	Click here to enter text.	<b>DATE:</b> Click here to enter a date.

**Pay Grade:** Exempt

**Days/Week:** Mon - Fri  
**Office Hours -**  
**8:30am - 5:00pm**

**Reports to:** Pastor/Administrator

#### Minimum Qualifications:

<b>EDUCATION:</b>	Bachelor's Degree in Business Administration or related field. Lay Ecclesial Ministry (LEM) Certification – Each newly hired LEM has five (5) years to complete the entire certification process.
<b>EXPERIENCE:</b>	Three (3) years' experience in business management; Experience in supervising and staff development; Multiple site administration.
<b>KNOWLEDGE/SKILLS:</b>	<ul style="list-style-type: none"> <li>• Practicing Catholic, faithful to the Magisterium, and in good standing with the Catholic Church.</li> <li>• Successful completion of the Diocesan Safe Environment process.</li> <li>• Excellent interpersonal, verbal, and written communication skills;</li> <li>• Strong organizational skills with attention to detail;</li> <li>• Able to work independently;</li> <li>• Knowledge of accounting principles and practices;</li> <li>• Proficient in Microsoft Office Business Suite (Word, Excel, Outlook, Access, and PowerPoint);</li> <li>• Proficient in database management;</li> <li>• Knowledge of pertinent civil laws at local, state and federal levels;</li> <li>• Knowledge of Canon Law regarding parish administration;</li> <li>• Project management experience;</li> <li>• Able to protect confidential information.</li> <li>• Able to work at all parish sites.</li> <li>• Able to travel to Diocesan and parish sites as required.</li> </ul>

<b>SUMMARY OF JOB:</b>	<p>The Business Manager, working under the direction of the Pastor/Administrator and in collaboration with other parish ministries, oversees the stewardship of all temporal activities of a large-sized parish with emphasis on the ministry as it pertains to specific duties in the areas of communication, plant management, purchasing, stewardship, human resources, and finance. The Pastor/Administrator represents the parish in all juridical affairs and is ultimately responsible for all legal, business and administrative matters of the parish. The Business Manager assists the Pastor/Administrator in the stewardship of all temporal activities of the parish. The Business Manager needs to have a missionary heart, exhibit the qualities of a mature Christian disciple, and focus on being an instrument for evangelization.</p>
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<b>ROUTINE DUTIES AND RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Collaborates with the Pastor/Administrator and his advisory boards, under his supervision, and with other members of the parish staff, in the overall parish endeavor.</li> <li>• Assists in the strategic planning of the parish by working closely with various diocesan offices (i.e. Legal, Benefits/Insurance/Payroll, Facilities Management, Financial Services, and Stewardship) in performing the key areas of responsibility: communications, property maintenance, human resources, and finance.</li> <li>• Facilitates internal communications that includes between staff, the Diocese, etc., and external communications that includes bulletins, website management, social media, events, etc.</li> <li>• Utilizing resources to achieve parish and ministry communication goals with volunteers and new technology to ensure content is consistent with parish messaging and is appropriate and creative in engaging target demographics to the faith and parish life.</li> <li>• Prepare, administer and review the annual budget in collaboration with Pastor, School Principal and Finance Council.</li> <li>• Oversee properties and planning of multiple worship sites, including routine maintenance, capital improvements, facility scheduling, insuring the safety of users, and availability of the buildings to meet the needs of our ministries.</li> <li>• Assist in the human resources management at the parish in order to assist the pastor in staff management, recruitment, onboarding, retention, training and development, and off-boarding of staff.</li> <li>• Oversee the maintenance of human resource files for parish staff including but not limited to job descriptions, benefits information, payroll, I-9, and confidential medical files.</li> <li>• Supervise the clerical staff in order to set goals that support parish mission and review progress.</li> <li>• Provide financial oversight and control by overseeing accounts receivable, accounts payable, and financial reporting in accordance with diocesan guidelines.</li> <li>• Collaborate with the parish finance council in preparation of budgets, capital planning, and fund raising.</li> <li>• Maintain a responsible cash flow management system and maximizes cash management resources.</li> <li>• Analyze business performance against budget and goals.</li> <li>• Provide accurate and timely financial reports to Pastor and Finance Council.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Bring to the attention of Pastor/Administrator, School Principal, (and Finance Council as appropriate) any financial concerns as soon as they become apparent.</li> <li>• Oversee counting and deposit of all parish funds; manage parish banking.</li> <li>• Collaborate with pastor/administrator and parish finance council regarding development and stewardship programs for parish.</li> <li>• Monitor all financial transactions for multiple sites to ensure proper audit trails, accurate financial records and files are maintained.</li> <li>• Review accounting procedures routinely to ensure adequate controls are in place.</li> <li>• Reconcile all parish related accounts by identifying outliers in the budget and report to pastor for possible corrective action.</li> <li>• Oversee and review purchasing for parish and properties on a regular basis.</li> <li>• Function as Business Manager for parish school working closely with the School Principal to oversee all financial activities of the school including tuition, fundraising, enrollment, etc.</li> <li>• Represent parish to financial institutions, vendors, and governmental authorities.</li> <li>• Participate in all parish staff meetings and Finance Council meetings as required.</li> <li>• Attend diocesan meetings as necessary, representing the Parish and the Pastor/Administrator.</li> </ul>
<p><b>OTHER DUTIES:</b></p>	<ul style="list-style-type: none"> <li>• Additional responsibilities as assigned.</li> <li>• Signing an Acknowledgement of this job description upon acceptance of an offer of, and as a condition to, employment providing that the employee has read, understands and agrees to the requirements set forth in the job description.</li> <li>• Agreeing to and signing the standard Pastoral Conduct Manual and the attached document, containing what is commonly referred to as the Cardinal's Clause, upon acceptance of an offer of, and as a condition to, employment with the Parish.</li> </ul>