



Business Manager for the Erie Tri-County Catholic Family of Parishes

The Erie Tri-County Catholic Family of Parishes is seeking a Part Time (15 hours a week) Business Manager. This role is to commence for August, 2021.

Summary

The Business Manager reports to the Pastor. The Business Manager is an employee of the Diocese of London and complies with all Diocesan policies, procedures and guidelines.

The Business Manager assists the Pastor by managing the temporal/business functions of the grouping of parishes so that the Pastor and the other members of the Pastoral Team can focus on pastoral matters as the Family of Parishes focusses on the vision and mission of forming intentional disciples. The Business Manager works collaboratively with the Pastor, staff, volunteers, committees and Diocesan Centre staff. All actions of the Business Manager support the vision and mission of the Erie Tri-County Catholic Family of Parishes in accordance with the Diocese of London to develop evangelizing parish communities that form intentional disciples of Jesus Christ.

Responsibilities:

The Business Manager oversees the financial, human resources, building and property, administration, communications and fundraising functions for the Family of Parishes as follows:

1. Oversees the financial function for each parish in the Family including:
 - supervises parish financials as administered by the Family of Parishes Accountant and ensures that all receipts and disbursements are accurately recorded and that monthly bank and Mass stipend reconciliations are prepared and reviewed;
 - reviews monthly bank and Mass stipend reconciliations;
 - is a signing authority for cheques and contracts;
 - prepares a monthly financial commentary for the Pastor and Finance Committee based on the statements generated by the accounting software;
 - establishment and monitoring of proper financial controls and oversees the management of the collection counters;
 - provides support and attends the Finance Committee meetings;
 - prepares the annual operating budget and annual financial report to the parishioners in collaboration with the Finance Committee;
 - oversees the preparation and reconciliation of income tax receipts;
 - monitors cash flow for respective parishes in the Family, including Parish Deposit & Loan Fund balances;
 - prepares a capital budget in collaboration with the Building Committee and/or Finance

Committee;

- optimize revenue from utilization of parish assets to ensure financial stability;
 - ensures compliance and completion in a timely manner with diocesan reports and government returns;
2. Oversees the Human Resources function as it applies to staff including:
 - salary and payroll administration of staff;
 - payroll remittances and government forms including contract staff;
 - ensures staff are properly trained and supervised, including attendance at Diocesan training seminars and in line with ongoing legislative requirements;
 - recruitment, retention and termination of staff, giving updated job descriptions;
 - ensures annual performance appraisals are conducted for all staff.
 - collaborates with the Called Gifted and Sent Coordinator as required
 - works with Diocesan Human Resources and seeks legal counsel as appropriate.
 3. Oversees the Building and Property function including:
 - ensuring that the buildings and property are well maintained, including ongoing regular maintenance by contractors of HVAC, elevator, fire extinguishers, etc.
 - ensures a Health & Safety policy is in place, monitored and followed.
 - coordinates the planning and implementation of capital projects, with Building committee and Diocese and
 - provides support and attends Building Committee and/or Finance committee meetings.
 4. Oversees the Administration of the office including:
 - ensuring that purchasing procedures are established and followed;
 - computer hardware, software, internet connections, in collaboration with the Diocesan Information Systems Services department;
 - ensuring that appropriate information and communication systems are in place, and
 - ensures that required Diocesan reports are prepared and submitted in a timely manner.
 5. Oversees the Communications function ensuring:
 - publication of the Sunday bulletin;
 - maintenance and refreshing of the parish website and social media if in place in line with Diocesan policies.
 6. Oversees major fundraising activities.
 7. Attends Pastoral Council meetings on an “as needed” basis; participates in work groups as required.
 8. All other temporal duties as assigned by the Pastor.
 9. Ensures compliance with all Diocesan policies, procedures and guidelines.

Qualifications

Specific requirements are:

- A degree or diploma in Business Administration is preferred.
- Experience in administration, accounting, and human resources.
- Good interpersonal, communication and organizational skills.
- Experience of working in collaboration with volunteers is an asset.
- Competence in using accounting software and Microsoft Office applications.
- 3-5 years' experience at a supervisory level in a business environment.
- Knowledge of basic charitable regulations (preferred).
- The personal qualities of the individual and his/her commitment to serve the parish are crucial. The individual must understand and be supportive of the mission of the Catholic Church.
- The individual must also fully understand and support the parishes that are focused on Divine Renovation and their mission of being evangelizing parishes of disciple-making disciples. Familiarity with the books *Forming Intentional Disciples* by Sherry Wadell, and *Divine Renovation* by Fr. James Mallon, would be an asset.

Pay and compensation in accordance with the Diocese of London remuneration policy, and based on experience and expertise of the successful candidate.

Only those candidates who are selected by the Hiring Committee for an interview will be contacted.

Deadline for Cover letter stating the application for the role of Business Manager with Resume/Portfolio submission is July 30th, 2021. Please submit Cover Letter and Resume electronically to:

etcpastor@dol.ca, or mail to Erie Tri-County Catholic Family of Parishes: Attention Pastor, 51 Venison St. W., Tillsonburg, ON, N4G 1V1