

# *Our Lady of the Angels Monastery in Hanceville Alabama*

## **Job Description – Shrine Business Manager**

**Work Group :** Shrine Business Office

**Reports to:** Shrine Administrator

**Full or Part Time :** Full Time

**Paid Hourly or Salary :** Hourly

**FLSA :** Non-Exempt

**Schedule :** Mon - Fri

### **Job Summary**

The Shrine Business Manager is responsible for recording and reporting all financial activity and all Human Resource activity (HR) for the Shrine of the Most Blessed Sacrament. This position develops and maintains the financial and HR structures to facilitate the operations of the Shrine. The Shrine Business Manager works with federal, state and county authorities and ensures compliance with all state and federal regulations. This position also works with PCPA's, Shrine staff, volunteers and vendors. This position is fairly sedentary and works primarily in a professional office setting.

### **Essential Duties**

- Process, record and report all payables, receivables, payroll, and taxes for the Shrine.
- Coordinate and administer employee benefits and general liability insurance.
- Provide relevant and timely financial reports to management
- Assists PCPA's, Shrine Administrator and managers with financial and HR issues.
- Develop and effectively communicate all employment policies and procedures.
- Prompt and consistent attendance.

### **Other Duties**

- Develop and maintain relationships between the Shrine and vendors, banks and benefit providers.
- Provides Financial and Human Resource best practices and industry standards.
- Performs cost / benefit analysis of proposed projects.
- Special projects as assigned by PCPA's or Shrine Administrator.
- Keeps work areas neat and clean at all times, and other duties as assigned.

### **Knowledge & Skills Requirements**

- Excellent verbal and written communication skills required.
- Very good knowledge of accounting theories and Human Resource practices.
- Proficient in Microsoft Office Word and Excel.
- Bachelor's degree in Business or Human Resources and minimum of 2 years business or Human Resource experience required. HR certification preferred.
- Committed to upholding the mission of Our Lady of the Angels Monastery.
- Able to lift up to 35 lbs.

***Our Lady of the Angels Monastery is an Equal Opportunity Employer***

***Updated 10/12/17***