

Holy Rosary Catholic Church

Job Title: Operations Manager

Supervisor: Pastor

Position Summary

Manages the financial, physical and personnel resources of the parish. Facilitates the business operations of the parish, thereby releasing the Pastor to carry-out his pastoral and spiritual responsibilities. The Operations Manager ensures that parish resources are employed efficiently and effectively in serving the needs of the Holy Rosary Community.

Duties and Responsibilities

Financial Resource Management:

- Prepare the annual budgets for review, revision and adoption by the Pastor and Finance Council
- Participate as a key contributor to the Pastor by proactively demonstrating creative and strategic problem solving skills
- Develop and maintain financial models and reporting to drive business decisions
- Use an analytical approach to evaluate and review budget and actual data for reasonableness, accuracy, consistency, appropriateness of classifications, and variance reporting
- Understand the capital financial planning process and facilitate the creation of multi-year capital budgets
- Work with Academy leadership in advisory capacity relative to school budget development and day-to-day operations management
- Administer an accounting system that accurately reflects all financial transactions of the parish in accordance with Generally Accepted Accounting Principles (GAAP); relevant federal, state and local laws/regulations; Diocesan and Pastoral directives; and not-for-profit best practices
- Manage salaries, wages and benefits administration via the Diocesan payroll system in accordance with Diocesan and Pastoral directives
- Prepare monthly, quarterly and year-end reports that accurately reflect the financial status of the parish for presentation to the Finance Council and submission to the Diocese
- Prepare summary statement of charitable contributions at least quarterly and deliver records to donors at least annually, in compliance with Internal Revenue Service (IRS) standards
- Manage revenues and expenditures to ensure an adequate cash position and to meet budget requirements; clearly define purchasing and payment schedules and ensure timely payments
- Provide oversight of the weekly cash collections process; facilitate updates to that process/procedures where needed
- Manage revenue and expenses generated by parish organizations as directed by the Pastor
- Maintain accurate accounting for each parish organization; provide pertinent financial reports to parish organizations when requested and approved by the Pastor
- Ensure that the reconciliation of bank statements is performed on a monthly basis
- Prepare and present all financial records requested for auditing as directed by the Pastor and/or Diocese
- Serve as the parish contact for business operations with financial institutions and the Diocese
- Assist in the planning, oversight and implementation of financial stewardship activities, fundraising programs and planned giving programs

- Manage parish debts to ensure that the lowest borrowing costs are obtained
- Administer contracts and other purchasing transactions to ensure goods and services of the highest value are received and to ensure that all purchasing transactions meet legal, ethical and moral standards

Physical Resource Management:

- Administer an inspection and preventative maintenance plan for buildings, grounds and facilities that enables a safe, clean, esthetically pleasing and productive environment for the ministries of the Holy Rosary Community
- Supervise maintenance and custodial personnel
- Coordinate and schedule necessary cleanings of church, hall and gym for special events, including weddings, funerals, rentals, parish-wide celebrations, etc
- Maintain a master key file and key checkout log
- Solicit bids and quotes for labor and supplies necessary to complete repairs
- Arrange for security personnel where necessary for events sponsored by Holy Rosary
- Ensure that property and equipment are protected from vandalism and theft; file reports of theft or vandalism with local authorities and the Diocesan Risk Management Office where necessary
- Obtain and manage insurance coverage and administrate claims where necessary
- Arrange for the purchase, lease or sale of office equipment, capital equipment and property as needed
- Ensure that parish and school assets are used efficiently and effectively in meeting the goals developed to fulfill the vision and mission
- Establish and maintain policies and procedures for safety and security of the church and school grounds in partnership with local law enforcement
- Oversee maintenance of parish and school facilities, including the church, church grounds, parish halls, parish offices and any other properties owned by the parish
- Oversee and ensure the effective operation of the parish computer system to support office operations and ministry needs

Personnel Resource Management:

- Create and maintain a safe, productive and pleasant environment for collaboration, cooperation and quality performance by all personnel
- Develop and implement strategies to encourage, coach, counsel and support personnel toward achieving excellence in job performance
- Facilitate an effective interoffice communication system that informs and seeks feedback regarding relevant issues as they arise
- Collaborate with the Pastor to develop and administer compensation, employee benefits and recognition systems to appropriately reward personnel job performance
- Identify education and training opportunities for the development and growth of all personnel; present to the Pastor for his review and approval
- Collaborate with personnel to determine resources and materials needed to fully meet their job expectations; make recommendations to the Pastor where needed
- Maintain job descriptions and a corresponding job performance evaluation system for all personnel; ensure that supervisors complete performance evaluations at least annually; file all job descriptions and performance evaluations in the personnel record; maintain records of background checks on paid staff and volunteers

- Supervise the parish Secretary/Receptionist, clerical aides, accounting support personnel and maintenance personnel; ensure that each understands and agrees to perform the duties as outlined in his/her job description; complete a job performance evaluation for each direct report at least annually
- Maintain personnel records in accordance with federal, state and local laws and Diocesan directives; remain abreast of changes in these laws and directives and recommend changes to parish policy as necessary
- Collaborate with the Pastor and/or Diocesan legal counsel to address any legal matters that arise or are likely to arise from personnel issues
- Prepare advertisements, including those with qualifications and requirements for vacant job positions as directed by the Pastor; establish and implement an interview process that meets federal, state and local laws, as well as Diocesan and Pastoral directives; participate in the interviewing and hiring process as directed by the Pastor
- Administer employee benefits, including insurance coverage, pension plan, holiday schedule and payroll functions, in accordance with Diocesan, parish and school policies
- Participate in the hiring process as directed by the Pastor
- Attend staff and Diocesan meetings as directed by the Pastor; facilitate staff meetings as directed by the Pastor

Business Operations Management:

- Oversee the management, retrieval and security of the financial and sacramental records of the parish; retrieve sacramental records in the absence of the Secretary/Receptionist
- Oversee and maintain procedures in accordance with the Diocesan Social Media Policy for all areas of communication (website, newspaper, Facebook, LinkedIn, etc)

Key Attributes/Soft Skills:

- Demonstrated leadership and effective interpersonal communication skills
- Ability to prioritize work assignments for self and others; remains organized, effectively prioritizes tasks and appropriately manages time in the face of competing priorities
- Ability to define problems, collect data, establish facts, and draw valid conclusions; ability to interpret a variety of business instructions and deal with several abstract and concrete variables
- Ability to put forth the effort and hours required to meet deadlines
- Relentless curiosity and willingness to get the best answer to challenging questions
- Humility and collegiality in the face of adversity and challenge
- Strong written and oral communications skills, including the ability to communicate effectively with colleagues, Pastor, Diocese, parishioners and others
- Must be able to occasionally lift and/or move up to 20 pounds

Qualifications:

- A minimum of a Bachelor's Degree in accounting, finance, business administration or a related field OR a minimum of five years relevant experience is required; a Master's Degree in business administration is preferred
- A minimum of five years of accounting/finance, operations/facilities, managerial and supervisory experience is required
- Working knowledge of accounting software, GAAP and not-for-profit accounting/finance best practices is required