



Winton Wyoming Pastoral Region

Our Lady of the Rosary – Greenhills, OH

St. James of the Valley – Wyoming, OH

St. Matthias the Apostle – Forest Park, OH

JOB DESCRIPTION

I. IDENTIFYING INFORMATION

Position Title: BUSINESS MANAGER

Status: Full-time, Part-time; Exempt, 12 month

Reports to: Pastor

II. PRIMARY FUNCTION OF THIS POSITION

The Business Manager is an administrator in support of the Pastor's responsibilities to the parishes in the pastoral region. This administrator is a steward of the physical, financial, and personnel resources of the parishes.

III. POSITION CONTENT

A. MAJOR POSITION RESPONSIBILITIES AND REGULAR ACTIVITIES

1. Financial Responsibilities

- Maintains accuracy of all financial files and records, and establishes a responsible cash flow management system
- Prepares, administers and reviews budget process in collaboration with finance and other commissions, subject to review and/or approval by Parish Council, as required
- Attends all necessary Parish committee meetings
- Acts as liaison between the parish and the archdiocese in financial matters
- Maximizes cash management resources
- Coordinates and reviews parish organizations' funds
- Oversees auxiliary organizations including festival and all finances thereof

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2. Personnel Responsibilities

- Assists Pastor in hiring staff
- Responsible for progressive discipline and recommending termination when necessary.
- Establishes and maintains evaluation process
- Administers salaries and benefits programs
- Supervises parish secretary, clerical aides, financial staff and maintenance staff
- Participates in the hiring and termination policies of the parish, in collaboration with the Pastor
- Maintains knowledge of all issues regarding personnel laws.

3. Administrative Responsibilities

- Directs the management of the parish offices
- Oversees the management of the parish records. This includes responsibility for the computer system of the parish, including training and maintenance.
- Coordinates parish liability and property insurance, workers' compensation with archdiocesan general insurance program
- Maintains good working relationships, effective communications between parish community, various groups and outside authorities
- Attends all pastoral staff meetings, commission meetings and Parish Council meetings, as necessary
- Attends all archdiocesan meetings, as necessary, representing the parish and the Pastor
- Consults with and advises Pastor on business and administrative matters that affect the parishes

4. Facilities Management Responsibilities

- Supervises any major construction, improvement or repair in conjunction with the Maintenance Supervisor; liaison with Archdiocese.
- Solicits and reviews bids and quotes and negotiates contracts in conjunction with the Maintenance Supervisor



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- Responsible for all purchasing
- Establishes and monitors preventative maintenance programs for all properties, including repairs, upkeep, and contracts for maintenance in conjunction with the Maintenance Supervisor
- Maintains security of property (Buildings, Keys, files, etc.) in conjunction with the Maintenance Supervisor
- Member of all parish committees pertaining to construction
- Controls use of parish facilities by various groups

IV. POSITION SPECIFICATIONS/REQUIREMENTS

A. SKILLS, KNOWLEDGE AND/OR ABILITIES (SKAs)

- Must have knowledge of accounting principles and practices
- Must have excellent interpersonal communication skills
- Should have supervisory experience
- Must have good organizational skills
- Must have good record-keeping skills
- Must have computer skills necessary to manage parish IT system
- Must have good facilitation skills
- Must have ability to manage
- Must have ability to present oneself professionally
- Must have ability to prioritize and to be flexible
- Must have ability to maintain confidentiality
- Employment is contingent on successful completion of all background checks and VIRTUS requirements.

B. EDUCATION, TRAINING AND/OR EXPERIENCE

College degree desired and/or five to ten (5-10) years business experience

V. RESPONSIBILITY FOR QUANTIFIABLE MEASURES

Administers region budget of \$2M.

VI. WORKING ENVIRONMENT

This position requires frequent evenings and/or weekend work and an unpredictable schedule.

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