

**Blessed Sacrament Parish of Midland
Job Description**

TITLE:	Business Manager	Date: July 2024
SUPERVISOR:	Pastor	
STATUS:	Full-Time, Salary, Exempt (Based on 40 hours per week)	

GENERAL DESCRIPTION

The Business Manager serves as the delegate of the Pastor in the planning and management of the financial and human resources of the parish as well as the strategic planning of parish buildings. The Business Manager oversees general accounting activities including payroll and month-end reporting and is also responsible for facility management.

ESSENTIAL DUTIES & RESPONSIBILITIES

General Administration

- Serves as a coordinating member of the Administrative Team. Participates in decision-making regarding total parish direction and activities with the Pastor and Administrative Team.
- Attends and coordinates, with the chair, all meetings of the Pastoral Council and Parish Finance Council.
- Serves as the primary parish liaison to the Diocesan Offices of Finance and Chancellor to assure compliance with diocesan policies for fiscal and personnel management.
- Serves as the administrative owner of the Parish Strategic Plan and coordinates the Strategic Planning process including periodic reviews with the parish councils.

Financial Management

- With input from the Administrative Team and the Diocese, develops the annual parish budget, presenting it to the Finance Council before approval by the Pastor and Finance Council.
- Assures that parish finances are managed responsibly and in a manner consistent with the priorities of the Pastor, Staff and Finance Council.
- Ensure adequate internal control procedures are in place.
- Prepares periodic financial reports for Finance Council and for the parish at large.
- Coordinates the annual Christ Mission Appeal.

Personnel Management

- Responsible for personnel administration, including recruitment, position descriptions, salary schedules, policies and procedures, and the parish personnel files.
- Serves as the first-line personnel administrator, providing employees with answers and advice concerning policies of the parish, diocese, and Michigan Catholic Conference.
- Assures parish compliance with OSHA requirements and with employee use of personal protection equipment (PPE).

Facilities Management

- Assures that parish buildings, equipment, and grounds are maintained appropriately through programs of maintenance and asset management.
- Responsible for major repairs and new construction with input from the Finance Council, and for negotiating contracts with suppliers and contractors.
- Maintains asset management information including replacement plans.
- Oversees technology updates to parish computer systems and servers.

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Position reports to Pastor
- Maintain professional and courteous work relationships with parish staff and volunteers
- Collaboration with Finance Council, attend regular meetings
- Comply with federal, state, and local safety laws;
- Adhere to federal and state labor laws and employment practices
- Attend Diocesan workshops and training sessions

QUALIFICATIONS & SKILLS

Education: College degree or higher in Business Administration and Accounting or equivalent.

Experience: A minimum of three years prior accounting experience and office management is required. Requires highly developed management and communication skills with a sound understanding of generally accepted accounting principles (GAAP). Must have experience in managing and motivating employees.

Job Related Skills: Understanding of accounting software and Microsoft software applications is required. Must possess a working knowledge of the internet, computers, and office equipment.

Interpersonal Skills: The ability to work with others in a collaborative team environment. Be an active member of a Catholic Parish Faith Community Demonstrated leadership ability. Demonstrated marketing skills to communicate with parishioners and the community as a whole. Support and implement the mission of the parish. Respect cultural diversity. Participate actively in personnel prayer days and other worship opportunities. Act in consistent manner with the teachings of the church. Maintain confidentiality and high standards of honest and ethical behavior. Connect with appropriate professional associations as needed.

Language Skills: Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

WORKING CONDITIONS

- **Hours of Work:** Typical work schedule is during normal business hours; evening and weekend availability as needed.
- **Nature of Work:** Work environment is primarily in an office setting where the employee is required to do extensive computer work and may be required to sit for an extended period of time. Employee may be required to lift up-to 15 lbs.
- Valid Driver's License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required.
- Must be an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

JOB DESCRIPTION REVIEW AND ACCEPTANCE

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

SIGNATURES

- *Supervisor's signature indicates assignment of duties, line of supervision*
- *Employee's signature, after hire, indicates acceptance of duties and supervision*

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____