

Job Title: Parish Business Manager III

Exemption Status: Exempt

Department/Location: Roman Catholic Parish

Primary Function: Under the direction of and with the approval of the Pastor, is responsible for managing the business operations of a large-sized parish including a parish school. This person will also manage other parish lay employees as necessary. Examples of some of the individual's responsibilities are as follows:

- Performs as a lay minister at the parish level in support of the parish and the Archdiocese's spiritual and pastoral mission; performs as both a spiritual and administrative leader in the parish
- Sets an example for employees by personal adherence to and compliance with personnel policies and procedures and by personal adherence to Catholic Doctrine and Catholic principles of morality
- Manage the business, administrative, and financial affairs of the parish and school in conjunction with accounting and other parish and school staff to include budgeting and planning, and management of income and expenses
- Assist the Pastor establish and execute on parish goals and objectives in accordance with Archdiocese of San Francisco goals and objectives
- Responsible for development, including promoting of charitable giving
- Responsible for the management of facilities, including buildings and grounds
- Responsible for management of parish records
- Monitor parish activities for compliance with applicable Canon Law and local state and federal statutes
- Supervise the preparation of reports, profit & loss, and other financial statements
- Implement a system of controls as necessary, to prevent irregularities or fraudulent activity and to safeguard parish funds and other assets.
- Implement the proper processes for the management of key parish activities, ensuring accountability by employees and others
- Oversee capital fund drives, prepare and/or review operating and capital budgets prior to approval by the Pastor
- Ensure compliance with applicable Personnel Policies and Practices, and ensure employees are appropriately managed; provide education and training to employees as necessary
- Perform other duties as assigned

Physical/Mental Requirements: Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office environment.

Required Activities: Walking, sitting standing, stooping, reaching, talking, handling, hearing, and carrying.

The person must be able to do the following:

- Employ flexibility; be a team player and be self-motivated; possess good people management skills; be open to taking direction
- Perform multiple tasks simultaneously and work with a sense of urgency.
- Exercise courtesy to fellow employees, parishioners, and the general public

Basic Qualifications:

- Five years administrative management experience in a business and financial environment
- A bachelors' degree in business or public administration or equivalent experience
- Proven success as a first-line manager in a medium to large firm or Catholic Parish or other organization
- General computer skills to include word-processing and spreadsheet preparation
- Excellent communications skills, both oral and written
- Clean and neat personal appearance

Other:

- Bilingual preferred (English-Spanish); ability to read and write proficiently