

## **ST. IGNATIUS - JOB DESCRIPTION**

**Position Title: Full-time Business Manager**

**Supervisor's Title: Director of Finance and Administration and Pastor**

### **Job Summary:**

The Parish Business Manager is an administrator in support of the Pastor's responsibilities to the parish. This full time, exempt administrator is a steward of the financial resources of the parish.

### **Knowledge, Skills, & Abilities:**

- Must have knowledge of accounting principles and practices
- Must have excellent interpersonal communication skills
- Must have good organizational skills
- Must have good record-keeping skills
- Must have computer skills necessary to manage parish systems
- Must have good quantitative analytical skills
- Must have ability to present oneself professionally
- Must have ability to maintain confidentiality
- Must have ability to prioritize and to be flexible
- College degree in Accounting or Finance desired and/or five years business experience

### **Skills & Abilities**

- Excellent organizational, problem solving, trouble shooting and diagnostic skills.
- Extremely detail-oriented.
- Verbal and written skills.
- Intermediate knowledge of Excel.
- Manage time efficiently and adjust work schedule as needs and situations arise.

### **Duties & Responsibilities:**

- Maintains accuracy of all financial files and records, reconciles monthly bank statements
- Prepares, administers, and reviews budget process in collaboration with Finance Committee, subject to review with Parish Council
- Prepares, administers, and assists with tuition process in collaboration with school principal and FACTS team administrators.
- Processes payroll
- Attends all necessary Parish committee meetings
- Acts as liaison between the parish and the Archdiocese in financial matters
- Coordinates and reviews parish organizations' funds, e.g. Athletic Association, Parent/Teacher Committee
- Oversees financial aspects of parish fundraisers
- Manages cash flow activities, e.g. deposits, check writing
- Manages banking resources

- Analyzes and presents status of parish financials to Finance Council, Parish Council and, on an annual basis, the Parish itself
- Directs the management of the parish office
- Oversees the management of the parish records.
- Coordinates parish property, liability, and workers' compensation insurance within the Archdiocesan general insurance programs
- Maintains good working relationships and effective communications with parish community, various groups, and outside authorities
- Attends pastoral staff meetings, Parish Council meetings, and commission meetings as necessary
- Attends archdiocesan meetings, as necessary, representing the parish and the Pastor
- Consults with and advises Pastor and Principal on business and administrative matters that affect the parish and school
- Assists with parish contracts, working with Archdiocese as necessary
- Coordinates the festival preparation between the festival committee and parish personnel
- Other duties as assigned by the Pastor

**Nature of Supervision Received:**

- Position requires the ability to work independently, to accomplish specific tasks assigned and meet various deadlines.

**Judgment Exercised/Decisions Made:**

- Decisions are generally routine in nature with some deviations. Recommends procedural improvements for performing duties in most efficient and effective manner.

Employees of St. Ignatius Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency, and adhere to the policies of St. Ignatius Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith, nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.