

St. Mary's of the Hill Congregation

Job Description

Position Title: Business Manager

Status: Flexible working hours not to exceed an average of 10-20 hours a week.

Reports to: The Pastor and Finance Council

Primary Objective: The Parish Business Manager is responsible for the effective administration of the financial, human resources, and operational functions of the parish in support of its mission and ministries. The Business Manager works closely with the Pastor, Trustees, parish staff, volunteers, and diocesan offices to ensure good stewardship and compliance with church and civil regulations.

Qualifications:

- Bachelor's degree in business administration, Finance, Accounting, or related field.
- 3–5 years of experience in business or nonprofit management; church-related experience a plus.
- Strong knowledge of financial and HR practices, budgeting, and reporting.
- Proficiency in accounting software (e.g., QuickBooks) and Microsoft Office Suite.
- Understanding and support of the mission and teachings of the Catholic Church.
- Strong interpersonal, organizational, and communication skills.
- Ability to maintain confidentiality and exercise sound judgment.
- Ability to take initiative and make decisions based on the mission and vision of the parish and direction from the Pastor.

Key Responsibilities:

1. Financial Management

- Prepare and manage the annual parish and school (if applicable) budgets in collaboration with the Pastor and Finance Council.
- Maintain accurate financial records; oversee accounting systems, payroll, bank reconciliations, and accounts payable/receivable, and online giving platforms.
- Provide monthly financial reports to the Pastor and Finance Council.
- Ensure compliance with diocesan financial policies and procedures.
- Oversee internal controls and conduct financial analysis for decision-making.
- Prepare required financial reporting for the archdiocese and government entities.

2. Human Resources

- Administer personnel policies in accordance with diocesan guidelines.
- Oversee hiring, onboarding, evaluation, and termination processes for parish staff.
- Maintain confidential personnel files and ensure compliance with labor laws.
- Manage benefits, workers' compensation, and staff relations.

3. Facilities Management

- Oversee maintenance, safety, and security of parish buildings and grounds.
- Manage vendor contracts, supplies, repairs, and service agreements.

St. Mary's of the Hill Congregation

- Coordinate facility usage, scheduling, and rentals with parish ministries and outside groups.
- Supervise custodial and maintenance personnel (staff or contractors).

4. Administrative Operations

- Implement efficient office procedures and maintain archives.
- Collaborate with other staff to support sacramental and pastoral activities.
- Consult with parish communication, including bulletins, newsletters, and digital platforms.
- Manage insurance policies and risk management programs.

5. Stewardship and Development

- Support parish fundraising, stewardship appeals, and capital campaigns.
- Collaborate on grant writing and donor cultivation where applicable.

Working Conditions:

- Expected to take initiative and make decisions based on the mission and vision of the parish and direction from the Pastor.
- Regular office hours with some evening or weekend work for meetings or events.
- May require light physical activity related to facility inspections or event setup.
- The employee is regularly required to sit, stand, walk, talk and hear.
- The employee is frequently required to sit for extended periods; use hands; reach with hands and arms.
- Close vision required for paperwork and computer.
- Able to utilize computer keyboard, monitor, and telephone.
- This role functions in an office environment and uses standard office equipment.
- Ability to lift 25 pounds.

Note: The purpose of this document is to describe the general nature and level of work to be performed; it is not intended to serve as an inclusive list of all responsibilities associated with this position.