

## Our Lady of Hope Parish of Clare Job Description

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**TITLE:** Parish Business Manager

**Date:** June 2024

**SUPERVISOR:** Pastor

**STATUS:** Part-Time 1, Hourly, Non-Exempt (20-29 hours per week)

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### **GENERAL DESCRIPTION**

The Parish Business Manager collaborates with the Pastor, parish staff, and the parish Finance Council to establish best practices, policies, and procedures to follow regarding the financial health of the parish. Works closely with the Pastor and parish Finance Council in preparing budgets and analyzing financial reports. The Parish Business Manager keeps the Pastor informed of Human Resource policies and procedures and acts as the Human Resource point of contact for the parish. Oversees the maintenance of grounds of the parish campuses and cemeteries.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

- Responsible for the coding and payment of invoices.
- Responsible for making deposits and entering the deposit into the ShelbyNext Financial Program.
- Provides end of year contribution statements at the request of parishioners.
- Responsible for reconciling Parish bank accounts.
- Responsible for keeping the Pastor, and Parish Finance Council, informed of the Parish finances.
- Responsible for supervising and directing maintenance and janitorial staff including annual evaluations.
- Solicit quotes and bids from various contractors regarding services needed at the Parish campuses and cemeteries.
- Process payroll for staff via Paycor including the uploading of the General Ledger into the ShelbyNext Financial Program.
- Entering Sunday and Holyday contributions into Shelby Arena.
- Oversees the day-to-day operation of the Parish.
- Other duties as assigned by supervisor.

### **ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS**

- The Parish Business Manager is directly accountable to and evaluated by the Pastor.
- Collaborate with the Parish Finance Council regarding financial and operational matters.
- Keep the Parish Pastoral Council informed of financial and operational matters.
- Attend workshops and conferences at the Diocese of Saginaw as necessary.
- Maintain professional work relationships with parish staff and volunteers

### **QUALIFICATIONS & SKILLS**

**Education:** Bachelor's degree required. Preferably in business, accounting, or finance

**Experience:** Life experience in Church ministries, i.e. lector, Extraordinary Minister of the Eucharist, Sacristan, etc.

**Job Related Skills:** Public presenting and speaking skills, leadership, ability to listen and advise, effective communication skills, computer literacy, ability to maintain confidentiality.

**Interpersonal Skills:** The ability to work with others in a collaborative team environment. Ability to work with and listen to parish volunteers. Ability to assist visitors, and members of the community seeking assistance with food, clothing, lodging, and monetary assistance. Ability to maintain confidentiality and high standards of honest and ethical behavior.

**Language skills:** Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese of Saginaw.

**Reasoning Ability:** Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations. Must have the ability to employ reason in day-to-day problem solving and interpersonal situations.

**WORKING CONDITIONS**

- **Hours of Work:** 20-29 hours per week including some evenings and weekends. Typical work schedule is during normal business hours.
- **Nature of Work:** Work environment is primarily in an office setting where the employee is required to do extensive computer work. Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift up-to 30 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. Additional skills testing and validation may also be required.
- Practicing Catholic in good standing preferred or, 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: \_\_\_\_\_