

**Prince of Peace Parish of Linwood MI
Position Description**

TITLE:	Parish Business Manager	Date: October 2024
SUPERVISOR:	Pastor	
STATUS:	Full-Time, Hourly, Non-Exempt (<i>Based on 40 hours per week</i>)	

GENERAL DESCRIPTION

The Parish Business Manager collaborates with the Pastor, parish staff, and the parish Finance and Pastoral Councils to establish best practices, policies, and procedures regarding the organizational and financial health of the parish. Works closely with the Pastor, bookkeeper, and Parish Finance Council in preparing budgets and analyzing financial reports. Assists the Pastor in the care of all the material resources of the parish (our facilities, cemetery, and two campuses). Serves as a team leader in the parish office ensuring that the office reflects the mission and values of the parish. Maintains a professional and welcoming work environment.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Responsible for the business affairs of the parish including finance management, insurance and risk management, purchasing, etc.
- Human Resources:
 - Administration of employee benefits, records and files
 - Supervision of office staff including bookkeeper and other office professionals, as well as maintenance and housekeeping staff
 - Supervision, training, and scheduling of parish office staff and volunteers
- Assist Pastor and Finance Council with oversight of the annual budget.
- Coordinate completion and submission of the Diocese of Saginaw Year End Report.
- Ensure that all parish and diocesan procedures are followed in the handling of money.
- Maintain accurate and complete records for St. Valentine Cemetery; manage the sale of lots and schedule burials with sexton.
- Perform other business functions as assigned by the Pastor.

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Position reports to Pastor
- Maintains professional work relationships with parish staff and volunteers
- Collaborates with Pastoral Council and Finance Council, attends regular meetings
- Adheres to federal and state labor laws and employment practices
- Attends Diocesan workshops and training sessions as needed.

QUALIFICATIONS & SKILLS

Education: College degree or higher in Business Administration, or equivalent.

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

Job Related Skills: Understanding of accounting software and Microsoft software applications (such as: Microsoft Excel/Word/Outlook/PowerPoint) is required. Must also possess a working knowledge of the internet, computers, and office equipment including, standard keyboard, 10-key calculator, etc. Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret statistics. Ability to use U.S. standards of currency and measurement.

Interpersonal Skills: The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior. Be an active member of a Catholic faith community. Support and implement the mission of the parish.

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

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.

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. 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 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. 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:** _____