Saint Katharine Drexel Parish

Southeast Washington County

126 Church Street

Bentleyville, PA 15314

**JOB DESCRIPTION**

**POSITION TITLE:** Parish Business Manager

**HOURS PER WEEK:** Part-time **–** Interim upon review 15 Hours Per Week (NO benefits)

**SALARY PER HOUR:** $13.75

**FLSA STATUS:** Non-Exempt

**DEPARTMENT:** Parish Administration

**REPORTS TO:** Pastor/Administrator

**GENERAL DESCRIPTION:**

The part-time Business Manager is responsible for coordinating and executing the tasks to ensure the parish office operates efficiently.

The Business Manager is responsible for the day to day operations of the parish to include all financial, personnel and office management of finances. The Business Manager acts in support of the Pastor/Administrator and works collaboratively with the parish staff, diocesan staff, volunteer ministries and parish community.

As a representative of the Roman Catholic Church, the expectation is that the parish Business Manager will conduct one’s self according to the goals and mission of the Church and to strive for the pastoral values of Saint Katharine Drexel Parish in Southeast Washington County.

**DUTIES AND AREAS OF RESPONSIBILITY**

1. **Financial Management:**
   1. Daily accounting function to include banking relationship, cash management and fiscal reporting to the Pastor/Administrator.
   2. Preparation and presentation of monthly financial statements to Pastor/Administrator and parish Finance Council
   3. Preparation, administration, budget forecast, and review of annual parish budgets in collaboration with the Pastor/Administrator and parish Finance Council, parish ministries and organizations where applicable.
   4. Supervision and review of the reconciliation of all bank statements for General Account and Mass Stipend Account, reports to ministry leaders and Finance Council as well as internal audits and record keeping.
   5. Supervision and implementation of payroll, records management, accruals and benefit accounting.
   6. Interaction, support and supervision of all bill paying, taxes and compliance, counting and depositing of parish funds and electronic giving, as well as security to the extent as physically possible.
   7. Coordination, supervision and processing of the annual Diocesan *Parish Share Program.*
   8. Acts as liaison between the parish and diocese in matters of finance and parish administration.
   9. Supervision and responsibility of all ministry accounting to include offertory counting, cash receipts, faith formation fees, retreat fees, front office receipts and payments, as well as any and all fundraising or parish events generating parish income.
   10. Monitor money handling procedures/cash counting, creating rotating members of the parish money counters in accord with all diocesan policies.
   11. Maintains strong systems of internal controls to safeguard assets by reducing the risk of fraud, misuse, waste or embezzlement, ensuring that the best financial practices as outlined by the Diocese of Pittsburgh are being followed.
   12. Prepares weekly tamper evident bags for offertory collection, votive candle offerings, marking date/Mass time on each.
   13. Participates in Finance Council meetings as scheduled.
2. **Personnel Management – Human Resources:**
   1. Administration of all employee benefits including but not limited to health/dental/vision, vacation and sick leave, disability leave and worker’s compensation insurance.
   2. Maintaining of job descriptions and employee benefit data.
   3. Assistance, when needed, to Pastor/Administrator and staff in human resource management to include hiring, counseling, terminating or revising a position within the organization.
   4. Implementation of personnel policies: diocesan and Pastor/Administrator initiated including assistance with periodic job evaluations, if requested by Pastor/Administrator or Ministry Leader.
   5. Recommendation and research when needed on salary and benefit levels for any position.
3. **Facilities:**
   1. Develop a strong working relationship with the parish Facilities Manager, parish Organizations and Ministries leaders to insure smooth operations of the parish as a whole.
   2. Knowledge of policies and procedures in order to make recommendations regarding volunteer ministry operations when financial, personnel or liability issues are present.
   3. In collaboration with Pastor/Administrator arrange for the purchase, lease, or sale of office equipment, capital equipment and property following all diocesan policies and procedures.

**OTHER DUTIES & RESPONSIBILITIES:**

1. Create and maintain a safe, productive and pleasant work environment.
2. Maintains and updates parish membership through PDS (Parish Data Systems). Modifications will need to be made to the data collection to maintain and update parish membership information.
3. In consultation with the Pastor/Administrator creates schedule of annual Second Collections and interfaces with envelope company: OSV (Our Sunday Visitor).
4. Maintains Canonical record keeping and archiving according to diocesan policies.
5. Attends diocesan meetings and trainings as appropriate.
6. Plan and oversee the administrative workload for each week so that parish telephone calls, emails, schedules and special mailings, etc. are completed by established deadlines.
7. Participates in parish staff meetings via Zoom or in person as necessary.
8. Assist with weekly bulletin edits, fostering communications between Pastor/Administrator and bulletin editor.
9. Prepares Mass stipends for the Pastor/Administrator & retired priest.
10. Provides support to Finance Council member who volunteers to input monetary collection data and annual contribution letters.
11. Coordinate the preparation of the Annual Parish Report for the Diocese of Pittsburgh.
12. Perform other duties as assigned by the Pastor/Administrator.

**QUALIFICATIONS:**

1. Must be a baptized member of a Catholic parish.
2. Must have at least three years of previous experience of working as an Office Manager in a parish in the Diocese of Pittsburgh.
3. Must be in full compliance with all Diocese of Pittsburgh Safe Environment Policies.
4. Must possess a valid Pennsylvania Driver’s license and provide own personal transportation.
5. Knowledge of applicable state and federal laws regarding non-profit, payroll, human resources and insurance.
6. Ability to relate well with people, to listen to their concerns with Christ-like empathy and a desire to be of assistance.
7. Is self-motivated, reliable, loyal to and supportive of the Pastor/Administrator.
8. Ability to maintain absolute confidentiality with respect to all matters involving staff, parishioners and parish business.
9. Possesses a wide range knowledge of contemporary Human Resource practices, policies and procedures.
10. Basic bookkeeping principles and procedures.
11. Can maintain busy office environment.
12. Working knowledge of parish and diocesan procedures and policies.
13. Possesses excellent computing skills is proficient in Microsoft Word, Publisher, Excel, Outlook, Power Point, Access, Internet Explorer, database management, etc. and the ability to locate resources for fully utilizing applicable computer software.
14. Is organized and possesses ability for long range planning.
15. Possesses strong oral and written communication with diplomacy and professionalism.

**PHYSICAL REQUIREMENTS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

* Employees are regularly required to talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment.
* Prolonged periods sitting at a desk and working on a computer.
* Employees are occasionally required to walk and stand and lift and move items weighing 20 pounds or less.

**Resume with cover letter should be emailed to:**

**Reverend Edward Yuhas, Pastor – Saint Katharine Drexel Parish, at** [pastor@katharinedrexelpgh.org](mailto:pastor@katharinedrexelpgh.org)