

**SUGGESTED JOB DESCRIPTION TEMPLATE:
BUSINESS MANAGER**

Note: The job description that follows is a template you can use by inserting your parish or family of parish name and logo in the designated spaces.

[Insert Parish Name/Logo]

Position Description

POSITION TITLE: Business Manager
DEPARTMENT: Finance
REPORTS TO: Parish Pastor
EFFECTIVE DATE: [Click here to enter a date.](#)
CLASSIFICATION: Regular, Full-Time, Exempt
HOURS PER WEEK: 40
WEEKEND/EVENINGS: Not Required

POSITION SUMMARY

The Business Manager is responsible to execute on daily parish accounting and finance related functions. Oversees such activities such as budget preparation and control, human resources administration, accounts payable, accounts receivable, contract and grant accounting, business resources, and facility management.

ESSENTIAL FUNCTIONS

- Manage daily financial activities of the parish, which include budget preparation and control, accounting, purchasing, and business planning and management.
- Ensures compliance with parish and archdiocesan policies, procedures, state and federal regulations.
- Supervises personnel, which includes work allocation, training, enforcement of internal procedures and controls, and problem resolution; evaluates performance and makes recommendations for personnel actions; motivates employees to achieve peak productivity and performance.
- Coordinates, designs, and implements internal financial reporting systems, financial controls and management information systems in coordination with the financial reporting systems of the archdiocese.
- Develops processes to establish and maintain records for the parish.
- Develop and maintain accurate and timely financial/demographic information.
- Presents recommendations for changes and/or improvements, monetary control, and adherence to budgets.
- Evaluates and/or negotiates contracts for the purchase of services in coordination with parish and archdiocesan policies.
- Manages cash, cash-related receipts, accounts receivable, accounts payable.
- Ensures timely processing of billings, payments, and collection of parish revenue.
- Review and update investments.
- Oversee and reconcile all banking issues.
- Budget/facilitate planning for short-term/long-term financial requirements of the parish.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of finance, accounting, budgeting, cost control and cash management principles and/or procedures.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of individuals.
- Comprehensive knowledge of payroll/related tax issues and accounts payable.
- Ability to develop and maintain recordkeeping systems and procedures.
- Ability to communicate effectively, both orally and in writing.
- Skill in budget preparation and fiscal management.
- Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections.
- Skill in examining and re-engineering procedures, formulating policy, and developing and implementing new strategies and procedures.
- Ability to develop, plan and implement short- and long-range goals.
- Knowledge of computerized information systems used in financial and/or accounting applications.
- Ability to foster a cooperative work environment.

EDUCATION AND EXPERIENCE

- Background in and/or knowledge of the Catholic Church with a demonstrated commitment to the mission and teachings of the Church required.
- Bachelor's degree in finance, accounting or related field required.
- Three years' progressive and relevant accounting/financial experience required.

WORKING CONDITIONS: PHYSICAL REQUIREMENTS

					WORK ENVIRONMENT				
	N/A	Less than 10%	11% to 49%	Greater than 50%		N/A	Less than 10%	11% to 49%	Greater than 50%
Stand		X			Weight Demands				
Walk		X			Up to 10 pounds				X
Sit				X	Up to 20 pounds			X	
Talk or hear			X		Up to 40 pounds	X			
Climb or balance	X				Up to 100 pounds	X			
Stoop, kneel, crouch or crawl	X				More than 100 pounds	X			
Reach with hands and arms		X							
Lifting/Pulling/Pushing		X							
Visual: looking at computer screen				X					

ENVIRONMENTAL FACTORS

NA

TRAVEL REQUIREMENTS

NA

SIGNATURES

The above statements are intended to describe the general nature and level of work required of this position and are not meant to be an exhaustive list of all responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

EMPLOYEE: _____ **DATE:** _____

SUPERVISOR: _____ **DATE:** _____