

ASCENSION OF OUR LORD PARISH
Job Description: Part-time Parish Business Manager I

The Parish Business Manager I is a professional administrator who reports directly to the Pastor. This minister assists the Pastor with the stewardship of the financial and personnel resources of the parish, in accordance with diocesan policies and guidelines.

The Parish Business Manager I is a person of faith committed to the Catholic Church and Gospel values. He or she values the organization and responsible management of resources and helps the Church fulfill its mission and purpose.

A. FINANCIAL MANAGEMENT

- Prepares budget, annual report, interim reports, general ledgers and other monthly reports.
- Handles bank relations to include management of accounts, reconciliations and problem solving.
- Oversees the control of contributions, weekend counters, and parishioner donation records.
- Provides bookkeeping functions including, but not limited to, payables and receivables and all other parish and religious education revenue and expenses.
- Is the staff liaison to the parish finance council by providing the necessary financial information and responses to the council's concerns.
- Oversees the maintenance of the parish census and database.
- Oversees the management of parish operational/financial records and advises the pastor appropriately.
- Ensures that all federal, state and local taxes are paid in accordance with federal, state and local regulations.

B. PERSONNEL MANAGEMENT

- Manages payment of salaries and benefits.
- Maintains personnel records.

C. GENERAL

- Attends meetings relative to the role, as necessary, such as parish staff and diocesan meetings.
- Directs purchasing procedures.

D. COMPETENCIES AND EDUCATION

- Understands and supports mission and purpose of the Church and Parish.
- Is knowledgeable of the principles of accounting and their application.
- Is knowledgeable of Parish policy and guidelines in relationship to Diocesan policy and guidelines.
- The professional business experience of the candidate is critically important and should be considered as continuing education in situations in which a college degree does not exist.
- Has some business training at the college level.
- Has some prior business-related experience such as accounting and/or management.
- Has basic computer experience with accounting software, word processing and spreadsheets.

<p>If you are interested in this amazing opportunity, please send your resume and cover letter to pastor@ascensionofourlord.net. No phone calls please.</p>
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