

# All Saints Catholic Church

**Role Title:** Business Manager

**Role Description:** The Business Manager is involved in managing the business side of the parish. These responsibilities include tactical business management, business development and administrative activities. In addition, the Business Manager will have a keen sense of the needs of the parish and how to strategically address those needs in working with the parish staff and ministries. The Business Manager reports directly to the Pastor. This is a part-time hourly role with no pension contributions.

## **Role Responsibilities:**

### • **Business Management:**

- Work with Bookkeeper to ensure proper controls are in place for all monetary transactions and said controls are adhered to. Could include periodic audits of transactions by staff personnel and ministries for control testing.
- Daily review and approve of all purchase request as directed by the Parish Expenditure Policy. Ensure purchase request adhere to the Parish Expenditure Policy guidelines. Proactively provide required documentation to bookkeeper to allow for cross reconciliation for payment.
- Work with staff personnel, ministries, volunteers and hired services to
- Review financial variance statements of the parish and provide feedback on ways to address items that are falling short, such as, diocesan service fund, etc.
- Weekly check-in with Facilities Manager to discuss on-going as well as new and/or proposed projects. Provide weekly notes to Pastor and Finance Council.
- Personnel Responsibilities:
  - Establish and maintain evaluation process. This includes ensure staff and ministry leads understand process and administer it as directed.
  - Participates in the hiring and termination policies of the parish in collaboration with the Pastor
- Develop and maintain process for soliciting quotes and making recommendations. Process should include:
  - Guidelines for when to employ the quotes process
  - Directions on writing the project objective and requirements
  - Soliciting the quotes (who, how many, etc.)
  - Criteria for reviewing and potentially scoring the quotes (quality of submitted quote, comparison of quotes, evaluate contractors and referrals, etc.)
  - Directions on making, writing and submitting recommendations
  - Negotiation guidance

### • **Business Development Responsibilities:**

- Work with staff personnel and ministries to devise and execute plans to grow the business of the parish, i.e. working with ECC on “open registration” banners, what should it say, when to display and helping to display them, apply for grants and rebates, selling of bulletin ads, etc.

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## Role Title: Business Manager (cont.)

- Annually review ministries charters and fees. Provide written review feedback along with strategic growth plans for the various ministries and programs of the parish. Written review provided to Pastor, Pastoral Council and Finance Council.
- Assist in all fund-raising activities as well as provide new ideas on fund raising of current ministries as well as achieve the Business Managers individual fund-raising goal of \$10,000 per year in new funds
- **Administrative Responsibilities:**
  - Work with Bookkeeper to set annual revenue and expense budget targets for parish and ministries. Targets should be well thought-out and supported by factual information in addition to documented assumptions.
  - Oversee the management and security of parish records, excludes financial and ECC records as they are managed by the Bookkeeper and the ECC Director
  - Maintains good working relationships and effective communications with parish staff, ministries, diocese personnel, vendors, etc. as it relates to non-financial parish matters
  - Consults with and advises Pastor on business matters that effect the parish
  - Other activities as directed by the Pastor or Financial Council. May include evening and occasional weekend work
  - Participate in annual annual parish performance management process.
  - Reconcile weekly deposits for various ministries to Business Plan/budget expected
  - Work flexible and extended hours when needed and may include evenings, weekends and special occasions.

## Qualifications: (Modified from what was provided)

- **Must Haves** (If candidate does not have these the candidate is not considered.)
  - 2 to 3 years business experience
  - General knowledge of accounting principles and practices; understands financial controls and able to implement and monitor and address, as needed
  - Very capable of prioritizing and discussing prioritization; remain flexible
  - Excellent interpersonal communication skills and supervisory experience
  - Ability to present oneself professionally
  - Microsoft skills as well as general comfort with computer and software systems.
  - Emotional intelligence (empathy, sympathy, patience, etc.)
  - Well organized to handle multiple tasks; detailed oriented
  - Trustworthy and able to maintain confidentiality
  - Comfortable discussing and handling business and money matters
  - Time management is crucial with an ability to plan and organize
  - Be able to work flexible and extended hours when needed. Weekends may be required.
  - Pass a background check as determined by the Diocese
  - Complete Virtus training within first 30 days of employment

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**Role Title:** Business Manager (cont.)

- Complete Child Protection training within first 30 days of employment
- **Nice to Haves** (Desire candidate has these but not mandatory. Could hire without having 1 or several of these.)
  - Business or Accounting College degree
  - Previous church experience
  - Prior fund-raising experience
  - Bi-lingual (Spanish and English desired)
  - Parishioner of the parish

\* Please email resume to the All Saints Pastoral Assistant Lupe Padilla at [Lupe.padilla@allsaints.us.com](mailto:Lupe.padilla@allsaints.us.com)