

BUSINESS MANAGER
St. Mark Parish

PRIMARY FUNCTION OF THIS POSITION

To oversee the general office, operations and financial activities of the parish.

REPORTS TO: Pastor

FLSA STATUS: Exempt

POSITION CONTENT: Major Position Responsibilities and Regular Duties

1. General Administrative and Office Management
 - a. Provide supervision of any office staff that may assist with this position
 - b. Provide administrative, purchasing and clerical support to ministry staff
 - c. Manage computer system needs and requirements
 - d. Collaborate with the Diocese for training and general support
 - e. Manage maintenance of and training on church database software
 - f. Enter financial giving into database and mail year end statements
 - g. Maintain parish records for Sacraments and provide copies of records to those who may request them
 - h. Maintain parish calendars and scheduling of intentions for masses
 - i. Produce the weekly bulletin
2. Financial
 - a. Provide accounting on all payroll, banking, tithing and tax related matters, as well as the overall financial record keeping for the parish in collaboration with our bookkeeper.
 - b. Prepare monthly financial statements and present to Finance Council (Prepared by bookkeeper, distributed by the business manager)
 - c. Provide financial updates to parishioners on a regular basis
 - d. Schedule volunteers to count weekend collection
 - e. Oversee the management of both parish and Diocesan fund drives
 - f. Balance all bank statements
 - g. Collaborate with the Diocese as needed
 - h. Prepare annual status reports for the Diocese
3. Facility Management
 - a. Manage the scheduling of all facility halls, classrooms and meeting rooms
 - b. Provide tours to parties interested in renting facility halls and rooms
 - c. Coordinate special needs of renters with parish maintenance staff
 - d. Assist maintenance staff in administrative and financial matters and campus needs (ie. Lawn care, snow removal, etc.)
4. Committees
 - a. Attend Pastoral and Finance Council (as needed) and office staff meetings
 - b. Be responsive to the administrative and clerical needs of all committees
5. General
 - a. Act as "point person" for inquiries on parish business and administrative matters, making appropriate referrals as needed
 - b. Be a catalyst for good cooperation and business relationships among all parish entities, staff, committees, parishioners, and vendors
 - c. Maintain spiritual influence and presence in overall administrative activities of the parish

POSITION SPECIFICATIONS/REQUIREMENTS

- A. Skills, Knowledge and/or Abilities
 - 1. Skills in basic office management
 - 2. Supervisory skills
 - 3. Skills in fiscal planning and management, general accounting and payroll. Including Quick Books or similar software.
 - 4. Good written and oral communication and public relation skills
 - 5. Ability to oversee personal computer and network needs
 - 6. Ability to learn and train staff in various computer programs
- B. Education, Training and/or Experience
 - 1. Experience in office management/administration
 - 2. Experience in Microsoft Office products
 - 3. Experience in general accounting processes
 - 4. A bachelor's degree in accounting or demonstrable experience and understanding of accounting. Including maintaining chart of accounts, payroll, and regular record keeping.