

# St. Francis Xavier Church

## Parish Business Manager Job Description

**Primary Objective:** The Parish Business Manager serves in support of the Pastor in the establishment and administration of business functions of the church. The business manager works with other parish staff and parish leadership groups in keeping with the parish's overall vision and long range plan.

### Responsibilities

#### I. Personnel Administration

- Work with pastor, other staff, and parish leadership in regards to adding staff positions or hiring (for those under area of responsibility) and termination of employees
- Administer payroll and benefits, maintaining records and keeping personnel files
- Conduct reviews with the following employees: maintenance and dieticians
- Develop job descriptions for maintenance and dieticians
- Recruit, coordinate, and train volunteers as necessary for various parish ministries including: money counters, landscaping, cemetery, website & technology, etc.
- Serve as Safe Environments Coordinator for parish and maintain required records

#### II. Office Management

- Work with planning and direction in parish office
- Develop and implement efficient and effective office organization by improving methods & procedures in collaboration and coordination with pastor, parish secretary & other staff
- Assure adequate inventories of equipment and supplies.
- Work with parish secretary and other staff in maintaining & updating space use and parish calendar
- Analyze parish technology and office equipment needs. Address updating where necessary

#### III. Financial Administration

- Work closely with Pastor and Finance Committee to develop and establish overall parish budget
- Collaborate with religious education directors and youth minister to set up ministry budgets
- Review all expenditures of church funds and monitor correlation to church budget guidelines

- Oversee the collection, processing, depositing, recording and disbursement of all church monies in accordance with established accounting principals and policies of the church
- Oversee all banking transactions and maintain accurate and up-to-date computer records of all financial transactions
- Oversee the processing of accounts payable and make sure they are paid in a timely manner
- Oversee the recording and maintenance of accurate contribution records. Collaborate with parish secretary in regards to processing and distributing financial statements to parishioners

#### IV. Facilities Management

- Direct maintenance staff in regards to building and grounds upkeep
  - Church, gathering place, school, rectory, Xavier Hall, and storage building
  - Parish and school grounds
  - Parking lot
  - Parish Cemetery
- Work with maintenance staff in storage and safekeeping of parish property and supplies
- Oversee operations of computer, telephone, and other utility systems
- Collaborate with parish secretary and office assistant in maintaining a master calendar for all activities which utilize church facilities
- Address major maintenance needs and oversee replacement or repair. Consult pastor and parish leadership groups in regards to major capital improvements

#### V. Parish Cemetery Administration

- Maintain Cemetery Records
- Meet with parishioners/families when in need or inquiring about gravesites or niches
- Coordinate burials when there is a death – connecting with funeral home and the company that opens and closes graves
- Work with Cemetery Committee regarding routine maintenance and upkeep and for long term planning

#### VI. Other Responsibilities

- Meet requests for action or information in a timely and friendly manner. When outside the area of responsibility of business manager, consult with pastor and other staff who are affected.
- Ex-officio member of the Pastoral Council and Finance Committee
- Member of other committees as needed
- Maintain affiliation with diocesan business manager group
- Assist with parish communications via letters, website, parish signs, and other publications
- Other duties and special projects as assigned