

Parish-Business Manager
Sacred Heart Catholic Church | West Des Moines, IA 50265

The Parish-Business Manager, is accountable to the Pastor and is responsible for overseeing the day to day operation of the parish office and facilities. The parish office staff namely the operations staff including the financial staff and the maintenance and custodial staff of the parish facilities will be accountable to the Parish-Business Manager.

FSLA Status: Full-time, exempt

Reports to: Pastor

Essential functions include:

1. Support of Pastor

- Regularly consult and coordinate with pastor regarding parish operations and developing issues.
- In coordination with pastor, schedule and attend staff meetings, fostering a spirit of cooperation and collaboration among parish staff.
- Attend Pastoral Council, Finance Council and other committee meetings.

2. Divine Renovation Initiative

- Provide leadership and support the pastor in the ongoing spiritual/strategic planning work of the parish, *bringing our parish from maintenance to mission*.
- Ensure all parish staff have clearly defined goals as they relate to Divine Renovation. Oversee their progress and update the pastor regularly.

3. Facility Management

- Oversee the maintenance and custodial activities, including hiring, supervising and evaluating parish maintenance and custodial staff and coordinating the work of outside service providers.
- Meet regularly with maintenance/custodial employee in identifying and prioritizing needed church/parish center/office repairs. Secure and coordinate service and maintenance contracts, in conjunction with the pastor, to support parish operations and budget considerations.
- Coordinate and direct quarterly maintenance meetings for school building and grounds along with daycare building and grounds. Include principal, director of

daycare and school maintenance/custodial employee to discuss maintenance priorities, needed repairs, and plan for future repairs.

- Backup responder to police and fire calls after maintenance/custodial employee.

4. Business Operations

- Manage the parish office, with particular focus on the coordination of operations staff, including job evaluations.
- Support school operations including making budget decisions, discussing staff issues, and attending bi-weekly meetings with pastor, principal and assistant principal.
- Maintain banking relationship and in coordination with the pastor and Finance Council, make decisions regarding loans and financial investments.
- In coordination with the parish accountant/bookkeeper, provide for: approval, payment and recording of expenditures; tuition collection, past due collections and strong understanding of tuition collection program; and review/approval of payroll, payroll taxes and benefits.
- Backup to the employee who oversees the activities of volunteer money counters, including preparation of deposits, adherence to procedures and accuracy of activities. Perform these duties when employee is on vacation or unavailable.
- Serve as backup to payroll processing and bookkeeper, being prepared to perform these duties when employee is on vacation or unavailable.
- Process ACH collections for tithing, donations and necessary ACH bill pay.
- Act as central purchaser for parish operations, in conjunction with A/P
- In coordination with the parish accountant/bookkeeper, prepare the monthly agenda and reporting package for the pastor and the Finance Council and direct monthly Finance Council meetings. Coordinate FC volunteers and communicate with them regularly regarding overall parish decisions made.
- Serve as parish contact for information on diocesan policies such as insurance and employee benefits, government regulations, safety issues, and legal affairs.
- Submit monthly and annual reports required by diocese.

4. Budgeting

- Prepare the annual parish budget in coordination with the pastor, school principal, and the Finance Council.
- Review financial analysis monthly regarding current revenue and expense and budget comparison for departments.
- Prepare and present financial analysis to Finance Council at least quarterly.

5. Development

- Collaborate with development director to promote development in all areas; lay out objectives and goals for development including endowment, planned giving (estates), stock donation and other areas necessary.
- Oversee and coordinate with the development director, pastor and designated chairpersons in conducting capital campaign and annual appeal activities.
- Oversee the development director's organization and execution of the Annual Parish Tithing Program, including periodic statements to parishioners.