

Job Title: Parish Manager

Reports to: Pastor

FLSA Status: Full-time - Exempt

Hours: 8:30 a.m. – 4:30 p.m.; 9:00 – 4:00 p.m. summer hours

**Summary**:

The Parish Manager must be a person of the Catholic Faith committed to the gospel and the values of the Catholic Church as applied to the financial management of a parish and school. The Manager will focus on financial systems with oversight of other ministries and administrative functions as assigned by the Pastor. The Parish Manager must use judgment in evaluating available options and solving personnel and accounting-related problems, coordinate parish, school and daycare budgets with pastor, finance council, principal and program directors. The Manager will keep the Pastor, finance council, pastoral council and school principal informed regarding policies and finances, and provide input and status updates regarding finances, physical plant, communication and overall administrative systems.

**Essential Duties and Responsibilities**

1. **Financial:**

Oversee the accounting, budgeting and reconciliation of accounts processes for the parish, school and childcare operations

Fundraising

* Coordinate ADA and capital campaigns to meet budget
* Prepare grant requests to Diocese, parish foundation or other grant sources as needed or as available

Reporting

* Review financial reports generated by accountant for finance council, foundation, school, childcare, PTC and athletics including annual parish report for bulletin, website and newsletter
* Jointly prepare with accountant annual financial report for Diocese
* File biennial corporate report with Secretary of State and gambling report

Budgeting

* Manage development of annual parish budget process
* Review adherence to parish, school and daycare budgets and provide explanation regarding deviations to finance council and to pastoral council as needed

Daily Cash Flow Operations

* Evaluate compliance with financial processes and follow best practices
* Ensure internal controls are followed and evaluate effectiveness
* Manage parish cash balances; make CD purchases as needed
* Generate purchase orders for parish staff and volunteers
* Review and approve all POS bills
* Signing authority on checks up to $2500 limit; two signatures required on checks greater than or equal to $2500
* Project expenses exceeding $5,000 which require finance council approval
* Coordinate authorized signers to bank accounts

1. **Administrative/Human Resources:**

Work in concert with the Pastor to develop, implement and administer parish policies in alignment with diocesan guidelines related to financial operations, human resources, benefit management and safe environment.

Supervisory Functions

* Supervise day-to-day operations of parish office staff and, when assigned by the Pastor, ministerial activities
* Manage goal-setting and annual reviews for supervised staff
* Review facility security protocol quarterly

Human Resources

* Develop safety protocol for complete campus area
* Maintain documentation for all new hires and terminations. Review for compliance.
* Manage employee benefit process including open enrollment; track that all employees complete enrollment
* Review and approve benefit withholding amounts for employee payroll
* Maintain records for participants in retirement benefit system.
* Complete and file annual ACA report
* Maintain updated list of eligible drivers
* Manage Workers Compensation accidents and claims processing
* Manage door user fobs, event schedules and access levels for employees

Safe Environment

* Submit background check on new applicants/volunteers prior to start date
* Complete quarterly audits ensuring compliance with Virtus training
* Research names on request

Facilities

* Review property/liability insurance for sufficient coverage and payment
* Review and approve vendor contracts research by maintenance director, utilities (natural gas/power use & efficiency), snow removal
* Review and approve reports with Maintenance Director for HVAC emergencies and boiler management
* Review and monitor general repairs with Maintenance Director and volunteers
* Serve on-call after Maintenance Director for HVAC emergencies and boiler management at church and school
* Serve as project manager for equipment/facilities repairs/upgrades from bid spec. to project completion, including Finance Council and Diocesan approval
* Meet weekly with Maintenance Director

Supervisory Responsibilities

* Accountant
* Maintenance Director
* Parish Secretary

Committee Participation

* Finance Council, Foundation Board, Board of Education, Pastoral Council, Building/Grounds, Safety

1. **Other Duties as Assigned by Pastor**

**Qualifications**

Education/Experience: Bachelor’s degree or equivalent experience and past accounting experience. Supervisory experience.

Safe Environment Standards: Employee must pass background check according to diocesan policy and provide proof of completion of VIRTUS “Protecting God’s Children” program. This position is required to complete monthly bulletins within VIRTUS.

Language: English: Ability to read, write, comprehend basic instructions and information and communicate in written and verbal (one on one and small group) presentations with both internal and external contacts.

Interpersonal Skills: Maintain courteous and respectful relationships with other staff, parishioners, volunteers, school parents, vendors and visitors. Resolve conflicts privately or with appropriate personnel involved.

Mathematical and Computer Skills: Competence in use of Excel, accounting functions and Microsoft Office Suite products.

Reasoning Ability: Ability to apply common sense understanding to carry out instructions furnished in written, oral and diagram form. Ability to deal with problems involving concrete variables in standardized situations.

Certificates, Licenses, Registrations: Mandatory participation in regional and diocesan business forums and continued education opportunities.

Physical Demands: The work demands are representative of those met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; stoop, kneel, crouch or crawl. The employee must be able to lift and move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

**Work Environment**

Physical Space: Characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The work environment is typically inside an office space, school and church with a noise level moderate. Occasionally exposed to outside weather conditions.

Work Attire: Business casual attire, clean and neat, for all work days except Friday, when jeans are permitted.

Employment Application



An Equal Opportunity Employer

Personal Data

Name (last, first, middle) Social Security Number

Address (street, city state, zip code)

Home Phone Cell Phone E-mail Address

           

Are you legally eligible for employment in the U.S.?

No  Yes

Have you ever been convicted of a felony?

No  Yes. Please explain.

Have you ever been employed by the Diocese of Des Moines?

No  Yes. Please indicate employment dates.

Do you have relative working for the Diocese of Des Moines?

No  Yes. Please list who and their relationship to you.

Education

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| --- | --- | --- | --- | --- | --- | --- |
| Level | Name & Address | Area of Study | Circle Years Completed | Did you Graduate? | G.P.A. | List Diploma-Degree |
| High School |  |  | 1 2 3 4 |  |  |  |
| Vocational or Business School |  |  | 1 2 3 4 |  |  |  |
| College |  |  | 1 2 3 4 |  |  |  |

Work History

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| --- | --- | --- |
| **Employer** | | Position |
| Address | | Summarize Duties |
| Telephone Number | Supervisor |
| Employment Dates (Month & Year) | Salary or Wage | Reason for Leaving |
| **Employer** | | Position |
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| Address | | Summarize Duties |
| Telephone Number | Supervisor |
| Employment Dates (Month & Year) | Salary or Wage | Reason for Leaving |

Remarks

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| Please use this space to provide any additional information you think would be helpful to us in considering you for employment. |
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Applicant’s Statement

**Please read carefully before signing.**

If hired, I agree to conform to the rules and regulations of St. Theresa Parish. I understand that my employment can be terminated, with or without cause, and with or without notice, at any time, at the option of either St. Theresa Parish or myself. I understand that no contract of employment is created by this application, or by my employment, or by the rules and regulations of the Catholic Diocese of Des Moines.

I understand that hours in excess of the regular working hours may be required. I agree to this as a condition of employment.

I understand that if hired I am required to provide documents proving my U.S. citizenship or immigration status and employment eligibility.

I hereby certify that the information I’ve provided in this application is true and correct. I authorize investigation of all statements contained in this application and I release from liability all persons, companies and corporations supplying such information and agree to indemnify St. Theresa Parish against any liability which might result from making such investigation. I fully understand that misrepresentation or omission of facts called for in this application is cause for immediate dismissal if I am employed.

I have read the above statements. I understand them and I agree to comply with them as conditions of employment.

Signature Date

**Authorization to Conduct a Pre-Employment Background Verification**

To Whom It May Concern: I have applied to St. Theresa Parish for employment. I understand that they may request verification of employment, academic and criminal background information. Therefore, I respectfully request that you provide the necessary information

I hereby release you from any and all liability of damages for providing the information requested.

Signature of Applicant Date

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Social Security Number