

## **SAINT PAUL CATHOLIC CHURCH, PENSACOLA, FL JOB DESCRIPTION**

### **BUSINESS MANAGER – HUMAN RESOURCES DIRECTOR**

**NORMAL DUTY TIME:** A full-time salaried position with scheduled office hours of 8:00 a.m. - 4:00 p.m. Monday through Friday, including a 30-minute lunch break, in addition to occasional weekends, evenings, and “as needed” hours to ensure the proper and efficient operation of the parish, including Saint Paul Catholic School. Hours may be adjusted at the discretion of and with the approval of the pastor.

**SUMMARY OF POSITION:** The Business Manager – Human Resources Director assists the pastor in providing professional operational, financial, administrative and personnel management of the parish and school. This minister is responsible for stewardship of the financial and personnel resources of the parish and school, in accordance with diocesan and parish policies and guidelines. The Business Manager – Human Resources Director is a person of faith committed to Gospel values and the Catholic Church. He or she values the organization and responsible management of resources, and helps the Church fulfill its mission and purpose. The individual should be attuned not only to the business and personnel activities of the parish and school, but also to their unique missions. This leadership position reports to the pastor and is also accountable to the Diocese of Pensacola-Tallahassee for compliance with organizational requirements. The position requires good judgment, discretion, diplomacy, and a welcoming and friendly attitude to politely deal with parishioners, school parents, vendors and staff. The position also requires a good sense of stewardship, meticulous record keeping and attention to detail, conscientiousness, extreme confidentiality, strong written and oral communication skills, organizational skills and the ability to work collaboratively.

#### **QUALIFICATIONS AND COMPETENCIES:**

##### Education, Training and Experience:

- Bachelor's Degree in Business, Finance or Accounting from an accredited university.
- Working knowledge of the principles and practices of accounting.
- Five to ten years of business experience in a related field.
- Non-profit or Church management experience is desirable.
- Working knowledge of Microsoft Office Suite (word processing, spreadsheet and database) and QuickBooks.

##### Faith-Based Skills:

- Knowledge of Roman Catholic Church practices and liturgy according to the General Instruction of the Roman Missal and related documents.
- Familiar with norms of Canon Law regarding parish administration and the temporal goods of the church.
- Knowledge of scripture, ecclesiology, pastoral theology and ministry, in order to provide a context for decision-making.

##### Interpersonal Skills:

- Ability and enthusiasm to interact positively with parishioners and community.
- Ability to interact with others with tact, sensitivity and discretion.
- Ability to maintain a positive and appreciative attitude helping to create and sustain a positive workplace environment.

#### Administration Skills:

- Knowledge of general business office practices and office equipment, including computer systems and software.
- Ability to coordinate multiple projects simultaneously, meet deadlines and work under pressure.
- High work standards and ability to produce high quality, accurate and professional work is required.
- Ability to function independently and handle multiple activities and projects effectively is required.
- Successful completion of the diocesan background and screening process is required.

**WORK CONDITIONS AND PHYSICAL DEMANDS:** The employee is most often required to sit in the performance of their duties. The employee is frequently required to stand, walk and reach. The employee will be required to frequently lift or move up to 10 pounds and occasionally lift or move up to 25 pounds. The noise level in the work environment is usually low. While performing the duties of this job, the employee is not exposed to exterior weather conditions. The position may require some evening and/or weekend work.

#### **MAJOR RESPONSIBILITIES:**

##### **A. Finance**

1. In conjunction with the parish and school bookkeepers and in consultation with the pastor, school principal and parish finance council, leads the development of the annual parish and school budgets.
2. Monitors and oversees budgetary compliance for all departments and ministries.
3. Oversees the timely generation of monthly, annual and interim reports: Balance Sheet Previous Year Comparison, Profit & Loss Previous Year Comparison, Profit & Loss Budget vs. Actual, and disseminates the reports to the pastor, school principal and Finance Council as required. The reports are generally prepared by the parish and school bookkeepers as requested.
4. Oversees all accounting, budgetary, fiscal and statistical records, including the annual reporting of donations to each parishioner as required by federal law.
5. Reviews all financial performance reports with the pastor, parish and school bookkeepers and Finance Council, working as a team to develop and implement action plans to improve parish financial performance.
6. Ensures the filing of all required federal, state and diocesan financial and personnel reports.
7. Oversees, in cooperation with the parish and school bookkeepers, all banking activities including the accounting and banking of offertory collections, campaign redemptions, payables and receivables. Ensures timely bank deposits and payment of invoices and reimbursements. Handles bank and Diocesan Savings & Loan financial relations to include management of accounts and problem solving.
8. Supervises parish and school bookkeepers and bookkeeping functions including, but not limited to, payables and receivables and all other parish revenue and expenses.
9. Directs purchasing procedures and contract negotiations for office equipment, credit card vendors, etc. In cooperation with the Facilities and Maintenance Director, supervises all arrangements, leases and contracts with outside contractors and vendors. Researches and monitors service contracts, suppliers and vendors for fair pricing and competitive bidding.

10. Oversees all payroll functions for parish and school staff. Payroll is processed by the parish and school bookkeepers based on input from, and after approval by, the business manager.
11. In cooperation with the school bookkeeper and registrar, oversees the collection and posting of school tuition payments whether received electronically or by check.
12. Serves as the staff liaison to parish Finance Council on all matters including budget, the overall parish financial condition and the condition of the parish's physical assets. Works closely with the council chairperson regarding the expected duties and responsibilities of the council.
13. In conjunction with the pastor, facilitates planned giving and moves management strategies and marketing for the parish.
14. Monitors parish offertory collections, Catholic Sharing Appeal pledges and redemptions and capital campaign pledges and redemptions watching for trends and offering plans for improved parish stewardship performance.
15. Responsible for the oversight and marketing of parish online giving program and attaining program growth goals. Monitors USAePay for expired credit cards or rejected payments. Contacts parishioners to resolve issues.
16. Responsible for ensuring that all parish credit card users have met all diocesan requirements for such use and for monitoring the monthly use of parish credit cards to ensure use is in compliance with all established diocesan rules and regulations.
17. Supervises and coordinates the Money Counter Ministry ensuring adequate and properly trained counters and providing monthly ministry schedules.
18. Ensure that all check requests, invoices, charge card receipt coding sheets, deposit summary sheets, vendor statements and bank statements are properly prepared and available for the parish and school bookkeepers each week. Annotates which account (asset, liability, equity, income or expense) funds are to be credited or debited to for each transaction.
19. Prepares checks each week for the signature of the pastor or associate pastor (parish) and the principal (school) and ensures that they are mailed in a timely manner and that all legitimate bills are paid on time.
20. Files all paid invoices, deposit paperwork, journal entries, etc. by month, fiscal year and/or vendor as applicable.
21. Ensures that pledged gifts for special capital campaigns are tracked appropriately and credited to the proper parish savings account.
22. Provides weekly stewardship report to bulletin editor by deadline.
23. Provides pertinent written marketing pieces for bulletin, i.e., memorial opportunities, online giving, stewardship, end of year tax opportunities, etc.
24. Picks up weekend offertory bags from bank each Monday morning and provide them, along with the offertory bag deposit log, to the money counting team by 9:00 a.m. Takes parish deposits to bank as necessary.
25. Ensures that all parish monthly tithing funds (second collections and other charitable contributions) are distributed (paid) in a timely manner per the annual parish tithing schedule.
26. Ensures that offertory bag deposit log and offertory deposit bags are continually available in the church for use as needed.
27. Ensures an adequate supply of parish check stock is available for parish bookkeeper use.
28. Other duties and responsibilities as determined by the pastor.

## **B. Facilities**

1. Supervises the parish Facilities and Maintenance Director overseeing the management of all parish facilities (maintenance, insurance coverage, collecting rentals, etc.).

2. Oversees all aspects in the care, maintenance, and replacement of all parish buildings and equipment, including the securing of bids, the negotiating of contracts, and the purchasing of supplies and equipment.
3. Makes assessments as to needed capital repairs, to place them in their relative priorities for accomplishments, and to make pertinent recommendations to the pastor, and the parish finance council. Develops an ongoing maintenance and capital improvement plan for parish and school and work with the Finance Council in its implementation.
4. In conjunction with the Building Committee chairperson, prepares, tracks and disseminates contract purchase orders and change orders as necessary for all parish construction projects. Tracks all construction invoices and ensure that proper parish accounts are used for the payment of building and special projects.
5. Other duties and responsibilities as determined by the pastor.

### **C. Personnel**

1. Coordinates, in conjunction with the pastor and school principal, all administrative and business activities of the parish, school, and other parish entities with regard to human resources, e.g. salaries, personnel policies, etc.
2. Administers all parish personnel and diocesan policies related to human resources.
3. Develops and recommends to the pastor and other appropriate parish staff persons the necessary policies, methods, and procedures needed for carrying out financial, accounting, and other administrative services.
4. Coordinates the completion of all paperwork for parish and school new employees, terminated employees, payroll change requests, etc., and ensures timely submission to the diocesan Human Resources and/or Schools offices.
5. Ensures that new employees, have a copy of the diocesan Employee Handbook and, if applicable, the diocesan Employee Benefits Guide.
6. Maintains all parish and school employee personnel records and files.
7. Ensures, in conjunction with other supervisors, that new employees complete the applicable orientation process within the prescribed time and that the new employee orientation checklist is filed in the individual personnel record.
8. Coordinates the diocesan Safe Environment/Shield the Vulnerable program at the parish and school level. In cooperation with the diocesan Human Resources office, ensures that all Safe Environment/Shield the Vulnerable requirements are met for necessary parish and school employees, volunteers and ministry providers, and that renewal of background checks and required courses are appropriately completed, reported and recorded.
9. Other duties and responsibilities as determined by the pastor.

### **PERSONAL RESPONSIBILITIES:**

1. Responsible for setting a Christian example through a strong personal commitment to the Gospel and the Catholic Faith.
2. Has a deep desire to love God, serve others, and foster discipleship among others.
3. Sets semi-annual goals with the pastor and works toward their achievement.
4. Supports the policies and mission of St. Paul Catholic Church and School with emphasis on hospitality, care, and concern for the individual.
5. Demonstrates a hospitable, positive and pleasant attitude to co-workers, subordinates and other department staff.
6. Fosters a sense of hospitality and community within the parish and school in which new

members, school parents, and established parishioners feel a sense of belonging to God, the parish, and the larger Church.

7. Does not abuse sick time or personal days off.
8. Displays punctuality as defined in parish policies.
9. Demonstrates ability to organize work and manage time effectively and foster these skills.
10. Attends required meetings, including in-service workshops and staff development sessions.
11. Demonstrates ability to deal with others with tact, sensitivity and in confidence.
12. Other duties as requested for the good of the program and parish.

I have read and understand this job description.

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Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date