



Business and Facilities Manager Position Description

Supervisor: Pastor

Classification: Full-time, exempt. 12 months.

Position Summary: The full-time business and facilities manager is an essential employee to collaborate with the pastor and school principal in all areas of business operations and building/property maintenance to support the mission of the parish and school.

Education, Training and/or Experience: Preferred qualifications include a bachelor's degree in Business Administration, Finance or Accounting; and/or 5 years of experience in a Catholic parish as a business manager; and/or a minimum of 10 years of business or managerial experience. Must be proficient in accounting principles and practices.

Personal Qualities, Skills and Credentials:

- Must be able to maintain confidentiality.
- Must be able to collaborate effectively with a team of other professional and support staff.
- Must have excellent interpersonal communication skills with the ability to facilitate meetings, supervise other employees, and work with outside vendors.
- Must have good organizational and record-keeping skills.
- Must have computer skills necessary to manage parish systems: Proficiency with Microsoft Office products, especially Word and Excel; G Suite; PDS and ParishSoft software experience is desirable.
- Must be able to prioritize and to be flexible.

- Must have a valid drivers' license.
- Must maintain VIRTUS training requirements.

Primary Duties and Responsibilities:

1. Financial Responsibilities

- Maintains accuracy of all financial files and records.
- Prepares, administers, and reviews budget process in collaboration with the pastor, school principal, and other department heads.
- Prepares payroll, associated reports, and maintains ACA compliance.
- Provides accounting services; prepares bills for payment with proper account coding.
- Reconciles parish books and prepares financial statements monthly.
- Prepares appropriate end of year tax forms.
- Formulates, communicates, and administers tuition and monitors tuition payments in collaboration with the school principal.
- Collaborates to obtain E-Rate funding for the school.
- Acts as liaison between the parish and the archdiocese in financial matters.
- Maximizes cash management resources.
- Coordinates and reviews parish organizations' funds.
- Oversees fundraising and other special events, obtaining appropriate permits and licenses as needed, and all finances thereof.
- Complies with Archdiocesan audit processes.

2. Personnel Responsibilities

- Supervises parish office staff and maintenance staff. Responsible for evaluations and remedial actions when necessary.

- Assists the pastor and school principal with HR administrative tasks, when requested, for new hires, evaluations, and necessary remedial actions.
- Administers salaries and benefits programs, including medical, dental, and 401K.
- Participates with the pastor and school principal to establish and maintain employee handbook(s), position descriptions, and evaluation procedures; and to establish the hiring and termination policies of the parish.
- Maintains knowledge of all issues regarding personnel laws; complies with updated federal and state postings.

3. Administrative Responsibilities

- Supervises parish office staff.
- Oversees the management of the parish records, including including electronic files and records.
- Collaborates with the pastor and school principal regarding the function and maintenance of the IT system.
- Coordinates parish liability and property insurance, and workers' compensation with archdiocesan general insurance program.
- Maintains good working relationships, effective communications between parish community, various groups and outside authorities.
- Attends pastoral staff meetings and Finance Council meetings; and Parish Pastoral Council meetings and other meetings as necessary.
- Attends archdiocesan meetings as necessary.
- Consults with and advises pastor and principal on business, budgetary, and administrative matters that affect the parish and school.

4. Facilities Management Responsibilities

- Supervises any major construction, improvement or repairs to parish and school buildings.

- Solicits and reviews bids and quotes and negotiates contracts.
- Acts as liaison with archdiocese for contract approval, permissions, etc.
- Collaborates and supports purchasing for facilities and programming, when requested.
- Establishes and monitors preventative maintenance programs for all properties, including repairs, upkeep, and contracts for maintenance.
- Maintains security of property (buildings, keys, files, etc.).
- Member of all parish committees pertaining to construction.
- Oversees use of parish facilities by various groups.

Working Environment

Employees of St. Gertrude Catholic Church will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of St. Gertrude Catholic Church. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops with regard to Catholic teaching. This requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.