

Business Manager Job Description

Immaculate Heart of Mary-New Melle

Job Title: Business Manager

Position Reports To: Pastor

Month/Year Revised: March 2024

FLSA Status: Exempt M-4

Position Summary

The Business Manager is an administrator in support of the Pastor's responsibilities and a steward of the physical, financial and personnel resources of Immaculate Heart of Mary Parish.

Immaculate Heart of Mary is a mid-sized, growing parish in St. Charles County focused on supporting our parishioners in their lives of Faith as well as sharing the Gospel with those who do not yet know Jesus Christ. The faithful stewardship of our material resources contributes to fulfilling the mission we have received from Jesus Christ to "make disciples of all nations" (Mt 28:19). A good candidate for this position will possess a desire to live and share the Gospel in all that they do, particularly viewing their work as a participation in the mission of the Catholic Church.

While the official duties and responsibilities of the Business Manager are enumerated below, this position requires the willingness and flexibility to "do what needs to be done" for the good of our parish, parishioners, and community.

Duties & Responsibilities

- **Financial Responsibilities**
 - Maintains accuracy of all financial files and records and establishes a responsible cash flow management system and balancing checkbooks, including accounts receivable, accounts payable, and St. Louis Archdiocesan Fund (SLAF) accounts.
 - Prepares, administers, and reviews the budget process in collaboration with the parish Finance Committee and other committees, subject to review and/or approval by the Finance Committee.
 - Acts as liaison between the parish and the Archdiocese in financial matters.
 - Maximizes cash management resources.
 - Manages the Online Giving Processes through Our Sunday Visitor (OSV).
 - Coordinates and reviews parish organizations' funds.
 - Prepares and presents financial reports to the Finance Committee on a monthly or quarterly basis as prescribed by the pastor.
 - Oversees applications and manages liquor licenses (State, City, and Local) and Pull-Tab License for Sausage Dinners and other events as-needed. As well as other duties in relation to fundraising events.
 - Tracks and submits special collections due to the Archdiocese as well as to the St. Vincent de Paul Society.
 - Oversees the annual rotation of archiving folders, including employee files, following the recommended records retention rules (generally 7 years)

- **Personnel Responsibilities**
 - Establishes and maintains employee evaluation process, as deemed necessary by the pastor.
 - Administers salaries and benefits programs.
 - *Payroll processing and tax reporting is handled by the Archdiocese (soon to be ArchHR).*

- **Administrative Responsibilities**
 - Directs the management of the Parish Office.
 - Coordinates parish liability and property insurance as well as workers' compensation with the Archdiocesan general insurance program.
 - Oversees all cemetery records.
 - Maintains good working relationships, effective communications between parish community, various groups and outside authorities.
 - Attends all pastoral staff meetings, finance meetings and POP ("Pulse of the Parish") meetings.
 - Attends all Archdiocesan meetings, business manager meetings, Western Vicariate meetings, etc., as necessary.
 - Consults with and advises Pastor on business and administrative matters that affect the parish.
 - Oversees digital content on parish websites and social media.

- **Facilities Management Responsibilities**
 - Supervises the maintenance staff.
 - Works with the Plant Manager to solicit and review bids and quotes and negotiate contracts for purchases, leases and contracted services.
 - Establishes and monitors preventative maintenance programs for all facilities in cooperation with Plant Manager.
 - Works with the Emergency Preparedness Committee on all security concerns of the facilities, including management of all keys.

- **Fundraising and Construction Project Responsibilities**
 - Supervises any major construction, improvements, or repairs within the campus.
 - Supervises Capital Campaign Projects in relation to major construction, improvements, or repairs.
 - *We are in the early/planning stages of a capital construction project that will be the direct purview of the Business Manager*

- **Knowledge & Experience Requirements**
 - College degree desired and/or 5 years business experience.
 - Knowledge of accounting principles and practices.
 - Previous supervisory experience preferred.

- **Skills & Attitudes Required for Success in Job**
 - General knowledge and support of the Catholic Church, Catholic Sacraments, Catholic Rituals, and Liturgies.
 - Lives and acts in harmony with the doctrinal and moral teachings of the Catholic Church.
 - Must have:

- Excellent interpersonal communication skills.
 - Good organizational skills.
 - Good record-keeping skills.
 - Good facilitation skills.
 - The ability to manage.
 - The ability to present themselves professionally.
 - The ability to maintain confidentiality.
 - The ability to identify current and future administrative needs of the parish.
 - The ability to prioritize and to be flexible.
 - Proficient computer skills. (ex. Quick Books, Excel, Word, Servant Keeper, etc. are all used frequently)
- **Interpersonal Requirements**
 - Must be able to:
 - Work well with Pastor and other department heads.
 - Handle parish personnel issues in cooperation with the Pastor.
 - Work with various parish organizations.
 - Work well with outside contractors and vendors.

Other duties and responsibilities as needed and required.

Applicants should email a cover letter and resume, including a list of references, to Rev. Andrew Burkemper, pastor: frburkemper@ihm-newmelle.org.