

## **JOB DESCRIPTION**

**PARISH:** St. Catherine of Siena, Vallejo  
**POSITION:** Business Manager and Bookkeeper  
**SCHEDULE:** 40 Hours (Full Time)  
**CATEGORY:** Exempt  
**SUPERVISOR:** Parochial Administrator

**JOB SUMMARY:** The Parish Business Manager/Bookkeeper serves as a staff resource in support of the parochial administrator/pastor, fulfilling parish administrative needs in finance, buildings and grounds, and personnel. Has direct responsibility for the administration of personnel policies and procedures, human resource management, and financial management of the parish.

**ESSENTIAL FUNCTIONS:** Applies the professional skills and knowledge of specialized field to perform work without specific directions using considerable judgment. Collaborates with and advises pastor.

### **I. Financial Responsibilities:**

- Maintains an accurate filing, record keeping, and recording system for all parish financial matters, including General Fund and Capital Campaign.
- Monitors the collection, counting, recording, and depositing of parish revenue (all funds including Capital Campaign).
- Prepares Priest stipend and other clergy expenses in a timely manner.
- Responsible for Parish Staff payroll submission and accounting.
- Maintains an adequate internal control system to safeguard parish assets and ensure the efficient stewardship of parish resources including an appropriate risk management program.
- Prepares, administers, and reviews the budget process in collaboration with the pastor, the Finance Council and other committees. Assist the Finance Council in preparing the annual operating budget.
- Serves as liaison between the parish and the diocesan finance office in financial matters including any requests for approval of parish expenditures of more than \$15,000.
- Coordinates and reviews parish organization's funds.
- Consults with the Pastor before making any important decisions

### **II. Administrative Responsibilities:**

- Responds and fulfills requests of the pastor in a timely manner.
- Maintains accurate filing of entries to the Church register and is responsible for safe keeping of important parish documents.
- Serves as Administrator for ParishSoft management software used by parish.
- Directs the operation of the parish office. Schedule, supervise and evaluate office staff, including
  - Parish Secretary
  - House Keeper
  - Parish Grounds Keeper
  - Coordinator of Religious Education
- Maintains individual personnel files and records for all employees and ensure that the pastor has access to personnel files.
- Establishes and maintains yearly evaluation process of members of the staff. Presents the reports to the pastor.
- Oversees operation of parish office computers and duplicating equipment.

- Prepares agenda/ minutes for Parish Office staff meetings in coordination with Pastor.
- Organizes and prepares for parish office staff celebrations
- Attends staff meetings and other committee meetings appropriate for this position. Attend diocesan meetings where appropriate for training and development. May serve on search and screen committees.
- Establishes and implements guidelines for office volunteers.
- Participates in the hiring and selection of personnel in collaboration with the parochial administrator/pastor. Parochial Administrator/Pastor makes the final decision on all new hires and terminations.
- Ensures that the Diocese of Sacramento safe-environment protocols are in place and followed.
- Coordinates parish liability and property insurance, workers' compensation with diocesan general insurance program.
- Coordinates and prepares parish response to liability and legal concerns, in cooperation with the pastor and diocesan offices as appropriate.
- Performs other requests related to Business Office and Book keeping position as requested by Parochial Administrator/Pastor.

### **III. Facilities Management Responsibilities:**

- Supervises the maintenance staff and manage major repairs or new construction.
- Schedules use of parish facilities and ensures all liability and maintenance needs are coordinated.
- Supervises any major repairs.
- Solicits and reviews bids and quotes and negotiates contracts in collaboration with the pastor and the finance council.
- Establishes and monitor s maintenance program for all properties.
- Collaborates with the Finance Council.

### **IV. Parish Ministry Responsibilities:**

- Administer s parish business operation at the direction of the pastor and consistent with the parish mission.
- Maintains confidentiality in all areas of responsibilities as required.

### **MINIMUM QUALIFICATIONS:**

**Education:** B. A. in Accounting, Finance, or equivalent.

**Experience:** Five years of managerial or professional experience in accounting or business financial management.

**Skills / Knowledge:** Knowledge of the Church's mission in the Diocese of Sacramento; practicing Catholic with knowledge and understanding of the Catholic Church in general; general accounting methods and practices, including general ledger, accounts receivable and payable, payroll, taxation, and personnel record keeping; reports writing; correct English usage, spelling, grammar, and punctuation; effective telephone techniques, and filing systems; 10-key adding machine operation, computer proficiency: accounting programs, word processing.

**Abilities:** Maintain accurate account records and internals; analyze accounting and financial data, prepare and deliver written and oral reports with clarity, accuracy, and substance; understands computer programs and application to audit and accounting systems; proficiency in Microsoft Office and electronic means of social media; work well with parishioners, pastors, other diocesan administrators/ staff; and willingness to work evening, weekend and off-site hours when requested.