

Diocese of Sacramento JOB DESCRIPTION

DEPARTMENT:	St. John the Baptist Catholic Church
POSITION:	Business and Operations Manager
CATEGORY:	Exempt Full-Time

REPORTS TO: Pastor

JOB SUMMARY: The Parish Business and Operations Manager serves as staff resource in support of the pastor, fulfilling parish administrative needs in finance, personnel, and buildings and grounds. Direct responsibility for the administration of personnel policies and procedures and human resource management and the financial management of the parish.

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

Essential Functions:

1. Financial Responsibilities

- Administers parish financial business operations at the direction of the pastor and consistent with the parish mission.
- Responsible for maintaining an adequate internal control system to safeguard parish assets.
- Monitors an accurate filing, record keeping, and reporting system for all parish financial matters.
- Monitors the collection, counting, recording, and depositing of parish revenue
- Acts as liaison between parish and the diocesan finance office in financial matters.
- Ensures a functioning stewardship program and planned giving program.

II. Administrative Responsibilities

- Respond and fulfill requests of the pastor in a timely manner.
- Directs the operation of the parish office. Schedules, supervises, and evaluates parish staff.
- Develops, facilitates, and coordinates communication systems.
- Assists with hiring and selection of personnel in collaboration with the pastor.
- Coordinates and prepares parish response to liability and legal concerns.

- Maintains good working relationships and effective communications among the parish community, St. John Notre Dame School, various groups, and outside authorities
- Attends pastoral staff meetings and Parish Finance Council meetings.

III. Facilities Management Responsibilities

- Schedules the use of facilities and ensures all liability and maintenance needs are coordinated.
- Supervises the maintenance staff and manages major repairs or new construction.
- Negotiates contracts with suppliers and construction firms.
- Maintains security of property: alarm systems, key files, event security, etc.

IV. Ministry Responsibilities

- Understands Catholic social teaching and applies it to parish policies.
- Coordinates parish ministries.
- Ensures good communication between and among ministries.

Employee Signature

Date

Supervisor Signature

Date