

Orleans Niagara East Catholic Community
Business Manager
Job Description

General Position Definition

The Business Manager for the Orleans Niagara East Catholic Community (ONE Catholic) supports the Pastor and mission of our Community by fulfilling each of the responsibilities listed in the job description in a timely and responsible manner. This position will include maintaining all parish and cemetery finances, the management of office and maintenance staff, parish and cemetery operations, and the buildings and properties of ONE Catholic.

Responsibilities

Finance and Accounting

1. Assures that all parish finances are handled in a responsible manner, and in accord with the guidelines of the Diocese of Buffalo Best Practices Manual and Department of Internal Audit guidelines.
2. Manages the financial and related business of all ONE Catholic entities Parishes and Cemeteries.
3. Maintains parish ledgers and accounting software and directs any other employees or volunteers using them.
4. Completes and maintains all parish and cemetery financial transactions and records, including all accounts payable and receivable, purchasing, cemetery transactions, Mass accounts, investments, etc.
5. Accurately maintains all aspects of payroll, related employee files and assures proper recording of the same in parish accounts.
6. Produces periodic and annual financial reports for ONE Catholic finance councils.
7. Assures the proper and timely reconciliation of monthly bank statements and accounts in accord with Diocesan guidelines.
8. Completes end of year closings and annual Diocesan reports.
9. Directs the preparation of the annual budget for each parish and tracks compliance.
10. Ensures the proper completion of the weekly collection process.
11. Manages the electronic giving process.
12. Provides direction and support for Stewardship processes, drives, or special activities.
13. Assists the leaders of fundraisers and serves as their main contact among ONE Catholic staff.
14. Ensures that all ONE Catholic fundraisers are fully compliant with NYS law and Diocesan policies in all their activities.
15. Analyzes and assists in the development of revenue generating activities and expense reduction.

General Operations Management

1. Maintains positive relationships and effective communication among the ONE Catholic Community, staff, various external and internal groups, vendors, etc.
2. Advises and collaborates with the pastor regarding business and administrative matters.
3. Directs and supervises office and maintenance staff.
4. Directs and oversees the process for repair projects, improvements and construction, including the solicitation and review bids and quotes, ascertaining of insurance considerations, completion of approvals and contracts, and the proper completion of projects.
5. Ensures the security of all buildings in terms of key and access management, proper locking and unlocking times, etc.
6. Ensures the technology needs of the parish are met, and that access to PDS Ledger, PDS Office, social media, website, and other electronic resources is properly delegated and updated.
7. Directs volunteer office steward activities.
8. Collaborates closely with the Family and Parish Finance Councils, and Administration and Stewardship Pillars.

Cemetery Management

1. Directs the staff and operations for all ONE Catholic cemeteries.
2. Assures the correct and responsible maintenance and updating of all cemetery records.
3. Collaborates with finance councils to ensure financial viability of each cemetery.

Human Resources

1. Implements and oversees assurance of personnel policies.
2. Collaborates with the Pastor and Human Resources committee in the process of annual performance appraisals for ONE Catholic staff.
3. Establishes and conducts employee training and updates for staff.
4. Processes and maintains employee files and volunteer paperwork.

Other Duties

1. Is a strong and supportive presence for the pastoral staff and pastoral mission of ONE Catholic.
2. Serves as a key resource and supporting team member for all ONE Catholic activities and events.
3. Builds a sense of teamwork, respect and community among the staff, volunteers and parishioners.
4. Completes other duties as assigned by the pastor.

Qualifications

REQUIRED QUALIFICATIONS

Education: Minimum Associates Degree in Accounting or Finance from an accredited College or University.

Experience: Minimum of three to five years of progressively responsible experience in accounting. This position requires existing knowledge and training in a full range of accounting/financial matters, general business management and understanding non-for-profit issues.

PREFERRED QUALIFICATIONS

1. Bachelor's Degree in Accounting/Finance
2. Catholic Church management experience
3. Church management certification and/or CPA with non-profit accounting experience

REQUIRED SKILLS AND ABILITIES

1. Understands the teachings and supports the mission of the Catholic Church.
2. Strong financial management and accounting background.
3. Excellent communication skills.
4. Exhibits excellent organization, planning and time management skills.
5. Excellent computer/IT skills, including a high level of proficiency with Microsoft Office, G Suite, appropriate bookkeeping software, etc.
6. Demonstrated skills and abilities as a servant leader.
7. Demonstrated history of honesty and integrity.
8. Excellent ability to easily interact and relate well with a wide assortment of personality types.
9. Ability to communicate effectively to a wide range of constituents orally and in writing.
10. Ability to attract and collaborate with lay leadership in various roles of stewardship and service.
11. Ability to maintain confidentiality.
12. Ability to work flexible hours, including some evening or weekend hours.

This is a full-time position that will be fulfilled during the regular daytime business hours and will require occasional evening/weekend hours for meetings.

Salary Range: \$55,000-\$62,000 and/or commensurate with education and experience