



## Catholic Parishes in Partnership

Parishes consisting of the following church campuses:

St. Bonaventure in Raeville, St. Boniface in Elgin, St. John the Baptist in Deloit Township  
St. John the Baptist in Petersburg, St. Peter de Alcantara in Ewing, St. Theresa in Clearwater

### Position Description

**POSITION TITLE:** Business Manager  
**DEPARTMENT:** Finance  
**REPORTS TO:** Pastor  
**EFFECTIVE DATE:** January 1, 2024  
**CLASSIFICATION:** Regular, Full-Time, Exempt  
**HOURS PER WEEK:** 40  
**WEEKEND/EVENINGS:** Pastoral and Finance Committee Meetings as Requested

### POSITION SUMMARY

The Business Manager is responsible for the efficient and effective administration of the family of parishes. Oversees activities such as budget preparation and control, accounts payable, accounts receivable, contract and grant accounting, and business resources.

### ESSENTIAL FUNCTIONS

- Manage daily financial activities of the parishes, which include budget preparation and control, accounting, purchasing, and business planning and management for all parishes and church campuses.
- Perform payroll functions in an accurate and timely manner and submit payroll taxes.
- Maintains and oversees security of personnel records for parish employees.
- Ensures compliance with parish and archdiocesan policies, procedures, state and federal regulations.
- Coordinates, designs, and implements internal financial reporting systems, financial controls and management information systems in coordination with the financial reporting systems of the archdiocese.
- Develops processes to establish and maintain records for the parishes.
- Manage and maintain lists of church campus and parish leaders.
- Coordinate communication and scheduling of meetings with church campus and parish leaders.
- Develop and maintain accurate and timely financial/demographic information.
- Presents recommendations for changes and/or improvements, monetary control, and adherence to budgets.
- Evaluates and/or negotiates contracts for the purchase of services for all parishes and church campuses in coordination with parish and archdiocesan policies.
- Manage and maintain a common local inventory of church goods at the central office for distribution and use across the church campuses.
- Manages cash, cash-related receipts, accounts receivable, accounts payable.
- Ensures timely processing of billings, payments, and collection of parish revenue.
- Review and update investments.
- Oversee and reconcile all banking issues.
- Budget/facilitate planning for short-term/long-term financial requirements of the parishes.
- Manages all account affiliation with the Nebraska Department of Charitable Gaming, including all quarterly/annual reporting, payment of taxes and renewal of licenses and special gaming.

- Manages records of cemetery lot purchases and oversees use of cemetery funds.
- Attend regular staff meetings.
- Attend to other duties as assigned.

### KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of finance, accounting, budgeting, cost control and cash management principles and/or procedures.
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of individuals.
- Comprehensive knowledge of payroll/related tax issues and accounts payable.
- Ability to develop and maintain recordkeeping systems and procedures.
- Ability to communicate effectively, both orally and in writing.
- Skill in budget preparation and fiscal management.
- Ability to analyze and interpret financial data and prepare financial reports, statements and/or projections.
- Skill in examining and re-engineering procedures, formulating policy, and developing and implementing new strategies and procedures.
- Ability to develop, plan and implement short- and long-range goals.
- Knowledge of computerized information systems used in financial and/or accounting applications.
- Ability to foster a cooperative work environment.

### EDUCATION AND EXPERIENCE

- Background in and/or knowledge of the Catholic Church with a demonstrated commitment to the mission and teachings of the Church required.
- Bachelor's degree preferably in business or finance, or equivalent years of experience.
- Prefer three years' experience in finance/business management
- Supervisory Experience preferred.

### WORKING CONDITIONS: PHYSICAL REQUIREMENTS

	N/A	Less than 10%	11% to 49%	Greater than 50%	WORK ENVIRONMENT	N/A	Less than 10%	11% to 49%	Greater than 50%
Stand		X			<b>Weight Demands</b>				
Walk		X			Up to 10 pounds				X
Sit				X	Up to 20 pounds			X	
Talk or hear			X		Up to 40 pounds		X		
Climb or balance	X				Up to 100 pounds	X			
Stoop, kneel, crouch or crawl	X				More than 100 pounds	X			
Reach with hands and arms		X							
Lifting/Pulling/Pushing		X							
Visual: looking at computer screen				X					

### ENVIRONMENTAL FACTORS

NA

## **TRAVEL REQUIREMENTS**

- Travel between church campus locations on an as needed basis.

## **SIGNATURES**

The above statements are intended to describe the general nature and level of work required of this position and are not meant to be an exhaustive list of all responsibilities, duties, and skills required. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

**EMPLOYEE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SUPERVISOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_