



BUSINESS MANAGER

Job Title: Business Manager
Opening Date: May 5, 2017
Location Name: Our Lady of the Lake Church
City: Lake Oswego
State: OR
Zip: 97034
Job Number:
Job Category:
Position FTE: Full time
Term of Service:

Position Summary:

Assists the Pastor in the prudent stewardship of the parish's personnel, financial and capital resources. Ensures the effectiveness of operations, informing and advising the Pastor, department heads and various parish councils and committees as needed. Works closely with the School Principal for school personnel, financial and capital resources, including tuition receivables. Handles all accounting procedures for parish and school. This position is part of the core Leadership Team (with the Parochial Vicar, Principal and Pastoral Associate) that supports the Pastor and ensures that the pastoral and administrative needs of the Parish are sustained.

Essential Functions/Major Responsibilities: *(The essential functions/major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and the requirements of the job change.)*



Financial Responsibilities:

1. Maintains an accurate filing, recordkeeping, and reporting system for all parish financial matters. Prepares monthly, quarterly and year end reports for parish and Archdiocese as needed.
2. Administers a cash flow management system with purchasing and payment schedules clearly defined.
3. Prepares, administers and reviews the budget process in collaboration with the Parish Administrative Council, School Finance Committee, Pastor and other committees. Assists the Administrative Council in presenting the budget to the Parish Council for approval.
4. Monitors the collection, counting, recording and depositing of parish revenue from all sources.
5. Responsible for monitoring and implementing internal controls.
6. Serves as a helpful resource to parish organizations and the Archdiocese.
7. Serves as a parish contact with financial institutions and the Archdiocese.
8. Assists in the planning of financial stewardship and long-range planning efforts.
9. Responsible for understanding and maintaining archdiocesan policies, procedures, and guidelines.

Administrative Responsibilities:

1. Directs the operation of the parish office and supervises clerical staff.
2. Oversees the management of parish records.
3. Administers computer systems and software.
4. Maintenance of parish directory records.
5. Coordinates parish liability, property insurance, and workers' compensation in collaboration with Archdiocesan insurance programs.
6. Coordinates and prepares parish response to liabilities and legal concerns in collaboration with Archdiocesan offices as appropriate.
7. Assists with hiring and selection of personnel, administers parish salary and benefit programs, and handles employee relations issues as directed by the Pastor.
8. Consults with appropriate parish/Archdiocesan resources to ensure personnel actions are appropriate and consistent with Archdiocesan personnel guidelines.



9. Oversees and directs the development activities of the parish, including marketing, public relations, communications, grant writing, fundraising, and stewardship.

Campus Management Responsibilities:

1. Supervises the maintenance staff and manages major repairs, improvements or construction.
2. Solicits and reviews bids and quotes and negotiates contracts.
3. Establishes and monitors preventive maintenance programs for all properties.
4. Maintains security of parish property (keys, files, etc.)

Other:

1. Maintains good working relations and effective communication between the parish community, various groups, and outside authorities. Consults with and advises Pastor and Principal on business and administrative matters that affect the parish and school.
2. Participates in parish and Archdiocesan programs and activities as directed by the Pastor. Attends staff, Archdiocesan, and council meetings as required.
3. Handles other duties as assigned.

Job Scope:

Position encounters frequent new and varied work situations with a high degree of complexity. Some formal policies and procedures exist to govern work; incumbent will develop parish office structure, including policies and procedures. Position operates independently with minimal supervision.

Communication/Client Contact:

Contacts are made with others both inside and outside the organization, either by telephone or in person. Contacts frequently contain confidential/sensitive matters necessitating discretion at all times. Contacts are made by both supervisor's request and on the employee's own initiative.



Specific Job Skills:

Excellent verbal and written communication skills. Individual must also be able to be creative, use independent judgment and take action to solve problems, function as a team member, and handle presentations. Service orientation, organizational and public relations skills, and ability to negotiate are important. Position requires highly developed interpersonal skills and ability to maintain confidentiality. Knowledge of required accounting procedures for parishes and schools. Proficiency with PC software, calculator and all basic office equipment is required, including experience with spreadsheet, word processing, accounting and report writing software. Knowledge in design of technology systems in business software and ability to frequently perform advanced math and basic programming.

Education and/or Experience:

B.A. degree specializing in Accounting/Business Administration is preferred, along with five years' financial, accounting, office management, human resources and facilities management experience. Accounting experience must include budget preparation, payroll, and data entry/management with double entry accounting system. Previous supervisory experience required. Experience with Business Works, MS Office Pro and parish data tracking system preferred. Practicing Catholic preferred. Valid driver's license required.

Supervises: Office Manager, Parish Administrative Staff, Bookkeeper, and Custodian.

For consideration, please email your resume and a cover letter detailing how you meet the above qualifications to hr@archdpdx.org with "Business Manager" in subject line. The deadline for applications is May 26, 2017.