



ARCHDIOCESE OF PORTLAND IN OREGON

POSITION TITLE: Business Manager

Opening Date: 10/1/2020

Closing Date: When filled

Location of Job: St. Vincent De Paul Church

Location Address: 1010 Columbia NE, Salem, OR 97303

Position: Full-time

Position Summary: Assists the Pastor in the prudent stewardship of the parish's personnel, financial and capital resources including development and stewardship, fundraising, and strategic planning. Ensures the effectiveness of operations, informing and advising the Pastor, pastoral staff, and various parish councils, commissions, and committees as needed. Maintains a strict level of confidentiality on all matters relating to St. Vincent de Paul Parish. Supervises all accounting procedures for the parish.

Primary Responsibilities:

Financial Responsibilities

1. Prepares and administers the annual budget for the Pastor's review and approval and presentation to the Administrative Council.
2. Produces monthly financial reports for review of the Pastor in order to present reports to the Administrative Council.
3. Monitors the collection, counting, recording and depositing of parish revenues.
4. Understands and implements Archdiocesan policies, procedures and guidelines.
5. Develops and implements internal financial controls.
6. Prepares the end of the year financial report for the parish.
7. Serves as parish contact with financial institutions and the Archdiocese.
8. Serves as a resource to parish organizations, committees, and commissions.

Bookkeeping Responsibilities

1. Maintains accurate records and reconciles bank statements on a monthly basis.
2. Prepares check requests, pays invoices in a timely manner, posts receipts and ensures proper authorization for expenditures.
3. Posts payroll information in QuickBooks accounting software, generates payroll and schedules payments of employee benefits through ADP and BAS.
4. Enters offertory envelope amounts into parish data systems and sends out yearly tax letters.

Administrative Responsibilities

1. Assists with hiring and selection of personnel, administers salary and benefit programs, and handles employee issues as directed by the Pastor. Consults with appropriate parish/Archdiocesan resources to ensure personnel actions are consistent with Archdiocesan personnel guidelines.
2. Supervises the parish secretary, maintenance staff and volunteers.
3. Directs the operations of the parish office and oversees the computer system, telephone system, and alarm systems.
4. Coordinates parish liability, property insurance, and workers' compensation in collaboration with Archdiocesan insurance programs. Coordinates and prepares parish response to liabilities and legal concerns in collaboration with Archdiocesan offices as appropriate.
5. Attends Administrative Council meetings and with the direction of the Pastor sets the agenda and sends out the appropriate financial reports to the members prior to the meeting.

Facilities Responsibilities

1. Solicits and reviews bids and quotes and negotiates contracts.
 2. Maintains security of parish property including keys, files, etc.
 3. Develops and implements property rental policies and fees. Other
- Handles other duties as assigned.

Required Knowledge, Skills and Abilities:

Excellent verbal and written communication skills. Individual must also be able to be creative, use independent judgment and take action to solve problems. Collaborates well with others. Service orientation, organizational and public relations skills, and ability to negotiate are important. Knowledge of required accounting procedures. PC software, calculator and all basic office equipment is required, including experience with spreadsheet, word processing, accounting and report writing software.

Minimum Qualifications:

B.A. degree specializing in Accounting or Business Administration is preferred, along with five years' experience in a combination of areas such as: finance, accounting, development, office management, human resources and facilities management. Accounting experience must include budget preparation, payroll, and data entry/management with double entry accounting system. Knowledge of the principles and practices of fund development (major/planned giving) with the ability to organize, create and implement development efforts. Former campaign experience highly preferred. Previous supervisory experience required. Experience with ADP, Parish Data System preferred. Practicing Catholic preferred. Bilingual in Spanish preferred. Valid driver's license required.

Physical Demands:

While performing the duties of this job, the employee is required to stand, walk, talk, sit, hear, and use repetitive motion of the hands/wrists. Lifts and moves items up to 15 pounds.

Please send resume and cover letter to mbecerra@archdpdx.org to apply.