

## Job Description

<b>Position Title:</b> Business Manager Lvl. III	<b>Department/Office/Division:</b> Business
<b>Title of Supervisor:</b> Pastor	<b>Location:</b> 18201 23 Mile, Macomb, MI 48044
<b>Expected Hours:</b> 32 (full-time)	<b>Apply to:</b> Qualified candidates should submit a resume, via email to jobs@stisidore.church

## Basic Functions of Position

The Business Manager is the professional administrator in support of the pastor and pastoral team. Stewards the physical, financial and personnel resources of the parish and enables other ministries to function effectively. As a person committed to gospel values and responsible management of resources, helps the parish fulfill its mission and purpose.

## Essential Duties

1. **Oversee bookkeeper for the following:**
  - Post invoices and credit card statements
  - Record deposits (offertory and electronic giving)
  - Print checks for invoices; prepare for mailing
  - Reconcile all bank accounts and prepare balance sheets
  - Record payroll distribution and reconcile; make journal entries and distribute checks
  - Maintain chart of accounts and vendor information
  - Record interest on AOD LDP Savings Accounts
  - Prepare MCC benefit worksheets
  - File and maintain invoices and check stubs
  - Shredding of documents
2. Payroll preparation and transmission
3. Reports and Tracking
4. AOD budget and Financial Report preparation and transmittal
5. Purchasing of equipment, materials, electronic as needed
6. **Human Resources:** Maintain personnel files
7. **Planning:**
  - Resource to Parish Pastoral and Finance Councils
  - Assist in establishing a direction for the parish
  - Financial planning
  - Monitor long term financial trends
8. **Parish Soft Support:**
  - Faiths Formation registration data
  - Address labels
  - Annual contribution letters
  - Time & Talent



Strawberry Festival staff liaison

## Qualifications/Responsibilities

Responsible for business and financial management of a parish/non-parish school, or responsible for teaching/training Business Managers and Bookkeepers at parishes/schools in the Archdiocese of Detroit. Applies professional skills and knowledge of several specialized fields (e.g. accounting, development, facilities management, human resources, communications, etc.) to perform work without specific directions. Uses considerable independent judgment. May have regular contact with the community in area of specialties. Supervises staff members (generally, the bookkeeper, maintenance and administrative staff). Collaborates with and advises Pastor/Pastoral Team.

The physical demands of this position include, but are limited to, sitting and/or standing for long periods of time, and the occasional lifting and/or pushing of less than 20 lbs.

## Education/Experience

Requires Bachelor's degree in Accounting or a related field with a minimum of 6 accounting /finance classes including principles of Accounting I, Principles of Accounting II, Intermediate Accounting I, and Intermediate II, and 5 years' experience in accounting and management, 2 years' experience in directing plant and maintenance operations, and at least 3years' experience in parish operations. Human Resources experience preferred. Must have an understanding of parish Catholic culture and parish operations. Salary to be determined.