

## **COLDWATER CLUSTER OF CATHOLIC PARISHES BUSINESS MANAGER JOB DESCRIPTION**

The Cluster Parish Business Manager is an administrator in support of the Pastor's responsibilities to the cluster parishes. This administrator is a steward of the physical, financial and personnel resources of the parishes. As such, he or she should be a practicing Catholic, adhering to the Catholic Church teachings. Position is full time with salary commensurate on experience.

### Major Position Responsibilities and Regular Activities:

#### Financial Responsibilities

- Maintains accuracy of all financial files and records
- Prepares deposits and checks and records in accounting system
- Administers monthly electronic contributions by parishioners
- Prepares weekly and monthly financial reports for the Pastor
- Prepares and administers the budget for each parish
- Prepares quarterly financial reports for the finance/maintenance committees
- Attends all finance/maintenance, parish council and cemetery board meetings for each parish
- Acts as a liaison between the parish and the Archdiocese in all financial matters
- Maximizes cash management resources
- Reviews parish organizations' funds
- Prepares hall rental contracts for each parish
- Posts all weekly contributions to the parish software
- Attends all Archdiocesan meetings as necessary, representing the parishes and the Pastor
- Oversees all parish facilities and properties which include the maintenance as well as capital improvements
- Solicits and reviews bids; negotiates contracts concerning the facilities and properties
- Prepares yearly contribution statements for parishioners
- Provides yearly financial reports for the Archdiocese and the parishioners

#### Personnel Responsibilities

- Prepares bi-weekly payroll
- Maintains knowledge of all issues regarding personnel laws
- Administers employee benefit programs
- Prepares annual salary sheets

#### Position Skills, Education and Experience

- Accounting or Finance degree and/or equivalent experience
- Knowledge of accounting principles and practices
- Excellent communication and collaborative skills
- Good record-keeping and organization skills
- Computer skills necessary to manage parish systems