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| **Accountability:** | Reports to Pastor |
| **Supervisory Responsibility:** | Supervises all parish staff (or list the positions supervised by this individual) |
| **FLSA Status:** | Exempt (if paid the minimum salary threshold) |
| **Hours:** | Full-time |
| **General Summary:** | This position assists with the ministry of the parish by overseeing the general office and financial activities of the parish and school. The incumbent directs these efforts with technical expertise within a framework of shared ministry, stewardship, and Catholic values. |

**Primary Duties and Responsibilities**

A. Finance

1. Prepare a yearly budget (in consultation with the pastor and parish finance council), monthly accounting reports, and reports requested by the pastor or the parish finance council.

2. Manage all banking activities including the accounting and banking of Sunday collections, payables and receivables. Ensure timely payments and deposits.

3. Manage and prepare all accounting, budgetary, fiscal, and statistical records, with particular attention to annual reports to the Diocese of Lansing and the parish, along with monthly reports to the parish staff and parish finance council.

4. Prepare and administer all payroll functions.

5. Serve with the pastor, as the staff liaison to the parish finance council and periodically report on the condition of the parish's physical assets, along with the administrative status of the parish.

6. Insure the filing of all required federal, state and diocesan reports.

7. Monitor and oversee budgetary compliance for all departments.

8. Research and monitor service contracts, suppliers and vendors for fair pricing and competitive bidding.

B. Facilities

1. Oversee the management of parish facilities (scheduling, collecting rentals, maintaining insurance coverage, etc.).

2. Oversee all aspects in the care, maintenance, and replacement of all parish buildings and equipment, including the securing of bids, the negotiating of contracts, and the purchasing of supplies and equipment.

3. Make assessments as to needed capital repairs, to place them in their relative priorities for accomplishments, and the make pertinent recommendations to the pastor, the parish pastoral council, and the parish finance council.

4. Supervise all arrangements and contracts with outside contractors.

C. Personnel

1. Coordinate all administrative and business activities of the parish, school, religious education, youth ministry, day care, and other parish entities with regards to human resources, e.g. salaries, personnel policies, etc.

2. Hire, train (as needed), supervise, and evaluate all parish maintenance, parish janitorial, housekeeping, and bookkeeping personnel. Administer all parish personnel policies.

3. Develop and recommend to the pastor and other appropriate parish staff persons the necessary policies, methods, and procedures needed for carrying out financial, accounting, and other administrative services.

4. Develop and maintain computer assets of the parish, including network and parish web page.

5. Supervises: Accounting Staff, Parish Secretary, Maintenance, and Janitorial Personnel.

6. Serve as Safe Environment Coordinator.

**Knowledge, Skills, and Abilities**

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| Education: | Bachelor's degree in accounting, finance, or business. |
| Experience: | Minimum of two years of experience as an administrator or manager of an office required. Fluent knowledge of Microsoft Excel, Word, and Outlook required. Must have experience with accounting software. Must have an understanding of Catholic parish organization. |
| Require: | May require occasional weekend work. |
| Physical Demands: | While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires some standing, stooping, and bending while filing. Employee is expected to work onsite, Monday through Friday, with minimal travel. Must be able to lift 40 lbs. |

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.