

Business Manager Job Description

St. Ignatius Parish, Portland

August 2020

Location of Job: St. Ignatius Parish, 3400 SE 43rd Ave., Portland OR 97206

Position: Full Time

Reports to: Pastor

Position Summary:

Assists the Pastor in the prudent stewardship of the church and school personnel, financial and capital resources including development and stewardship, fundraising, and strategic planning. Ensures the effectiveness of operations, informing and advising the pastor, principal, pastoral staff, and various parish councils, commissions and teams as needed. Handles all accounting procedures for the church and school. This position is part of the core management team (pastor, principal, pastoral administrator, business manager) that supports the pastor and ensures that the pastoral and administrative mission of the parish is accomplished. Maintains confidentiality on all matters relating to St. Ignatius Church and School.

Major Responsibilities

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 the cash flow management system with purchasing and payment schedules clearly defined.
3. Prepares, administers, and reviews the budget process in collaboration with the Finance Team, pastor, and pastoral staff. Assists the Finance Team in presenting the budget to the Pastoral Council for approval.
4. Monitors the collection, counting, recording and depositing of parish revenue from all sources.
5. Responsible for updating the parish finance policy and procedure manual, and for monitoring and implementing internal financial controls.

6. Serves as a resource to parish organizations, financial institutions and the Archdiocese.
7. Supervises financial stewardship planning and long-range strategic planning.
8. Responsible for maintaining archdiocesan policies, procedures, and guidelines.

Development Responsibilities:

1. Communicates an understanding of the purpose and spirituality of stewardship and fundraising.
2. Directs stewardship activities such as annual giving, planned and estate giving, grant writing, foundation giving, and preparation of case studies and testimonials.
3. Works with the pastor and principal in all the development activities of the parish including marketing, public relations, and communications.
4. Serves as parish liaison to the St. Ignatius School Foundation.
5. Directs fundraising efforts such as the Archbishop's Annual Appeal, the eight mandated annual church collections; coordinates parishioners to serve on the Stewardship Team, and facilitates the cultivation of lay leadership for the stewardship of money, availability, and service.
6. Maintains a current database of donors and alumni, and provides recognition for outstanding benefactors.
7. Prepares accurate reports for donors, archdiocese and government as needed.

Administrative Responsibilities:

1. Assists with hiring and selection of staff; administers salary and benefit programs; handles personnel relations as directed by the pastor (and as appropriate in consultation with the principal).
2. Meets daily with the Facility Manager, and oversees repairs, improvements, or construction. Solicits and reviews bids and quotes, and negotiates contracts.

3. Directs the operations of the parish office and oversees church/school records, computer system, and telephone and alarm systems.
4. Coordinates parish liability, property insurance, and workers' compensation in collaboration with archdiocesan insurance programs. Coordinates parish response to liabilities and legal concerns in collaboration with archdiocesan offices.
5. Attends the church and school finance team meetings, supports the chair of the church finance team to operate the monthly meetings and ensure minutes; and sends out appropriate financial reports to the members prior to the meetings.
6. Develops and implements property rental policies and fees. Consults with the archdiocesan property office as appropriate.
7. Participates in parish and archdiocesan programs as the pastor directs. Attends parish staff and council meetings during the day, and on evenings and weekends as required. Handles other duties as assigned.

Qualifications:

1. Excellent verbal and written communication skills.
2. Collaborates well with others, enjoys working on a team.
3. Good organizational and public relations skills, able to negotiate.
4. Creative problem solver, uses independent judgment.
5. Able to work independently with minimal supervision.
6. Knowledge of required accounting procedures.
7. Knowledge of PC software, calculator, and all basic office equipment is required, experience with spreadsheets, word processing, accounting and reporting software.
8. B.A. degree specializing in Accounting or Business Administration is preferred, along with experience in areas such as finance, accounting, development, office management, human resources and facilities management.
9. Accounting experience should include budget preparation, payroll, and data entry/management with double entry accounting system.
10. Knowledge of the principles and practices of fund development (major/planned giving) with the ability to organize, create, and implement

development efforts.

11. Previous supervisory experience preferred.
12. Experience with REALM software (parish data tracking system) preferred, ADP and Quick Books, Microsoft Office Suite.
13. Practicing Catholic preferred.
14. Valid driver's license required.