

PARISH: St. Leo the Great

TITLE: ***Business Manager***

NAME:

REPORTS TO:

DATE:

GRADE:

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### **POSITION PURPOSE**

Performs Business functions for the parish including personnel, finance, and facilities functions. Assures compliance with local, state and federal laws/regulations along with Archdiocesan rules, regulations and policies. Provides other administrative support services as needed.

### **I. MAJOR DUTIES AND RESPONSIBILITIES**

- Reviews/approves financial transactions (AP/AR, banking, payroll) and assures that each is properly recorded.
- Oversees the compilation and tabulation of donations/deposits for the parish and Food Connection.
- Prepares financial reports.
- Assists in the preparation and administration of capital and operating budgets.
- Coordinates the Human Resources function for the parish including salary administration, recruiting, employee relations, training, and communication.
- Coordinates clerical, administrative, and maintenance staff. Oversees the Parish and Food Connection Data Systems, integrated online donations, facilities use, websites, bulletins, and social media through assigned staff.
- Organizes and implements annual fundraising events (Annual Appeal, Parish Stewardship, major gifts and capital campaigns).
- May coordinate construction and maintenance of building and grounds.
- Serves as a resource person for other ministries.
- Coordinates, mentors, teaches, and motivates volunteers involved with daily activities and special parish events.
- Performs other duties as assigned.

### **II. SECONDARY FUNCTIONS**

- Maintains files for the parish.
- Assists in planning of special events.
- Evaluates and revises office procedures to enhance efficiency.

### **III. QUALITIES & QUALIFICATIONS**

- Commitment to the mission of St. Leo Parish and St. Leo Food connection.
- Practicing Roman Catholic, with some knowledge and practice of Ignatian spirituality and discernment.
- Demonstrated leadership qualities with good organizational, management, and communication skills.
- Demonstrated ability to supervise and empower employees and volunteers; ability to identify talents in the community and cultivate participation.
- Bachelor's degree + experience in accounting, business administration, nonprofit management, human resources, or related field.

Apply: [Business Manager - Salary \(paycomonline.net\)](https://www.paycomonline.net)