

BUSINESS ADMINISTRATOR FOR ST. DOROTHEA, EATONTOWN & PRECIOUS BLOOD, MONMOUTH BEACH

General Description: Serve as a staff resource in support of the pastor, fulfilling administrative needs in finance, buildings & grounds, and personnel for two “linked” Roman Catholic parishes of 3,000 families. Direct these efforts with technical accounting expertise within a framework of shared ministry and Catholic values.

Reports to: Pastor **FLSA Status:** Exempt **Send Resumes to:** finance@saintdorothea.org

POSITION CONTENT: MAJOR POSITION RESPONSIBILITIES AND REGULAR DUTIES

1. General Administrative, Office, and Personnel Management
 - a. Provide supervision of office staff with regard to schedules, duties, and evaluations, hiring and firing for the parish
 - b. Provide administrative, purchasing, and clerical support to staff
 - c. Manage computer, telephone, and electronic communications system needs and requirements
 - d. Collaborate with the diocese for training and general support
 - e. Manage maintenance of and training on church database (census) software
 - f. Be the point person for all parish vendors and contractors, delegating and overseeing department heads as needed with regard to the vendors they work with and negotiating all contracts with said vendors
 - g. Attend all Parish Council and Finance Council and office staff meetings
 - h. Perform duties in a Christian and pastoral manner consistent with Catholic Social Justice teachings in regard to just business and labor practices

2. Financial
 - a. Collaborate with the diocese as needed especially:
 - i) familiarizing oneself with and enacting diocesan internal controls and diocesan policies
 - ii) attending any diocesan meetings or workshops with regard to the business management of parishes
 - iii) Prepare annual financial reports for the diocese
 - b. Oversee revenue streams including:
 - i) Ensuring that Mass contributions, collection of fees, and fundraisers follow procedures in accord with diocesan internal controls and civil law
 - ii) Schedule and oversee volunteers counting the weekend collection
 - iii) Oversee the management of both parish and diocesan fund drives
 - c. Ordinary bookkeeping tasks of: running payroll, overseeing banking and deposits; keeping financial records; coordinating with our accountant.

- d. Facilitate the preparation and tracking of the parish budget with input from Pastor and finance Council
- e. Prepare monthly financial statements and present them to the Finance Council
- f. Provide financial updates to parishioners on a regular basis
- g. Review all purchase orders and reimbursement requests for approval

3. Facilities Management

- a. Supervise the scheduling of all parish events and use of facilities
- b. Be chiefly responsible for contracted services delegating and overseeing such services with maintenance personnel and with department heads in coordination with the Pastor who must sign off on all such projects.
- c. Ensure that all facilities, grounds, equipment, buildings, and fixtures are clean, safe, and in good repair in cooperation with maintenance staff, department heads, employees, volunteers, and contracted services
- d. Fill in as need for secretarial and receptionist staff when they are not on duty.

POSITION SKILLS

1. Basic office management and the supervision and training of employees and volunteers
2. Fiscal planning, budgeting, management, accounting, and payroll
3. Knowledge of human resources and employment policies and laws and best practices
4. Knowledge of IT systems: Networking, computers and typical office and accounting applications, telephony
5. Good written and oral communications skills
6. Availability to work evenings or weekends as needed

POSITION ACCREDITATION

1. Bachelor's degree or more than 10 years' experience in lieu of degree
2. Completion of collegiate level courses in accounting and business administration
3. Understanding of and commitment to the Catholic Church and its mission

BENEFITS AND SUPPORT

1. Salary negotiated with Pastor in the range of \$50,000 - \$60,000 depending on background, experience, and skill set
2. 4 weeks of vacation/personal days; 5 sick days
3. 1 week of continuing education with a \$500 continuing education budget (negotiable each year depending on continuing education course)
4. 1 week of retreat
5. Diocesan Employee Health and Pension Plans
6. Has own office with access to parish secretaries within the constraints of their regular parish duties