

Diocese of Sacramento
JOB DESCRIPTION

PARISH: St. Joseph, Vacaville

POSITION: Business Manager

CLASSIFICATION: Non-Exempt Full-Time

SCHEDULE: 40 hours/week

SUPERVISOR: Pastor/Parochial Administrator

Position Content

A. Administrative

- Participate in the recruiting, hiring, evaluating and termination policies of the diocese in collaboration with the pastor. Pastor makes the final decision on all new hires and terminations.
- Oversee office procedures and roles.
- Ensure that the Diocese of Sacramento safe-environment protocols are in place and followed.
- Maintain individual personnel files and records for all employees and ensure that the pastor has access to personnel files.
- Collect and process payroll information each pay period.
- Inform employees of benefits programs and administers enrollment during eligibility periods.
- Establish guidelines for office volunteers.
- Attend staff and committee meetings. Attend diocesan meeting where appropriate for training and development.

B. Financial

- Oversee parish financial operations to maintain adequate internal controls.
- Pay bills, reconcile credit card and bank accounts, and perform other bookkeeping duties.
- Serve as liaison between the parish and the diocesan finance office in financial matters including any requests for approval of parish expenditures of more than \$15,000.
- Oversee petty cash fund.
- Complete and file necessary tax documents.
- Prepare regular financial reports for the parish finance council.
- Prepare yearly budget in consultation with the pastor and parish finance council.
- Coordinate parish liability and property insurance, workers' compensation with diocesan general insurance program.
- Coordinate and prepare parish response to liability and legal concerns, in cooperation with the pastor and diocesan offices as appropriate.
- Oversee parish fundraisers and ensure volunteers are following proper procedures.
- Consult with the Pastor before making any important decisions

C. Weekly Bulletin

- Prepare and produce the weekly bulletin. Gather and edit the content and layout of the bulletin and complete in time for final printing.
- Communicate with and send invoices to bulletin advertisers. Track payments.

D. Facilities & Maintenance

- Oversee maintenance of facilities in collaboration with the plant manager.
- Oversee contracts with vendors and service providers.
- Obtain bids and quotes for large projects in collaboration with pastor and parish finance council.
- Schedule use of parish facilities and ensure all liability and maintenance needs are coordinated.
- Ensure that parish facilities are secured and locked in the evenings, overseeing a schedule of staff and/or volunteers.

E. Other

- Oversee office supplies and equipment. Order materials, supplies, or equipment as needed.
- Respond to diocesan updates and requests.
- Serve as contact person for service providers/inspectors.
- Maintain confidentiality in all areas of responsibilities as required.
- Any task related to the job that the pastor/parochial administrator may request.

I understand and agree to the job description provided.

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____