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## **DIOCESE OF SACRAMENTO JOB DESCRIPTION**

**PARISH:** St. John Vianney Parish, Rancho Cordova, CA

**POSITION:** Business Manager

**STATUS:** Full-Time. NON-Exempt

**PAY:** 33.00 Dollars/Hr. 40 Hrs./Week

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**SUPERVISOR:** Pastor

### **JOB SUMMARY:**

The Business Manager serves as the primary administrative and operational leader supporting both **St. John Vianney Parish**. This position is responsible for overseeing all business functions, including financial management, human resources, facilities, and administrative operations.

The Business Manager reports directly to the Pastor and decisions must be cleared by the Pastor. This responsibility is a key component of the role and requires effective communication, collaboration, and leadership.

The Business Manager ensures that all operations are conducted in accordance with diocesan policies while supporting the parish's mission and stewardship of resources.

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### **ESSENTIAL FUNCTIONS:**

#### **1. Relationship with the Pastor**

- Maintain a professional, transparent and full communication with the Pastor regarding all the Operational, Personnel, Financial, Administrative and Facility Management of the Parish.

#### **2. Financial Management & Accounting (Core Priority)**

- Lead all parish financial operations, including accounting, budgeting, reporting, and financial controls

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- Maintain a strong system of **internal controls** to safeguard assets and ensure proper stewardship
- Prepare, administer, and monitor the **annual budget** in collaboration with the Pastor, and Finance Council
- Produce regular financial reports, including **budget vs. actuals**, for leadership and diocesan review
- Oversee **general ledger, accounts payable/receivable, payroll, and bank reconciliations**
- Ensure accurate and timely **financial reporting to the Diocese**
- Serve as liaison with diocesan finance offices on approvals, reporting, and compliance
- Coordinate and manage **parish audits**, including:
  - Preparing documentation
  - Working directly with diocesan auditors
  - Implementing corrective actions and recommendations
- Collaborate with external **accountants, CPAs, and auditors** as needed
- Ensure compliance with all applicable financial, tax, and diocesan regulations
- Oversee collection processes, donations, restricted funds, reimbursements and reporting.
  - Record the posting of all monies into ParishSoft.
  - Issues
  - Oversee church and office supplies (candles, hosts, etc.)
  - Coordinate counting of the weekly Sunday offerings by counters for bank deposit.
  - Establish office recordkeeping and filing systems which include the summary of collection sheets after counting is done.
  - Prepare summary sheet weekly and ensure that they are kept at the parish office. Every week this is turned over to the accounting team for deposit.
- Manage purchasing processes and approval systems

### 3. Parish Operational Leadership

- Provide administrative leadership across the **parish operations**
  - Coordinate closely with the **Pastor** and **School Principal** to ensure alignment in budgeting, staffing, facilities, and financial planning
  - Advise the Pastor on operational and financial matters
  - Support long-term planning, including capital improvements and resource allocation
  - Ensure efficient office operations, systems, and workflows
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### 4. Human Resources

- Oversee HR functions for parish staff, including:
    - Hiring coordination (Pastor retains final authority)
    - Employee records and personnel files
    - Performance evaluation processes
    - Payroll coordination and benefits administration
      - Review and approve ADP time cards.
  - Ensure compliance with diocesan HR policies and employment regulations
  - Maintain confidentiality in all personnel matters
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### 5. Facilities & Risk Management

- Oversee maintenance and operations of all parish facilities
- Supervise maintenance staff and coordinate contractors and vendors
- Manage **capital repairs, maintenance plans, and vendor contracts**
- Coordinate and oversee the use of Parish keys and grant them with Pastor's approval.

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- **Oversee Parish event Contracts (i.e. funeral, quinceanera and wedding receptions, White & Charity Ball, etc.).**
  - **Ensure compliance with safety, insurance, and risk management policies**
  - **Coordinate property, liability, and workers' compensation insurance**
  - **Support safety programs, inspections, and incident reporting**
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## **6. Administrative & Parish Support**

- **Direct daily operations of the parish office**
  - **Supervise administrative staff and volunteers**
  - **Attend and support Finance Council and leadership meetings**
  - **Assist with stewardship initiatives, fundraising coordination, and development efforts**
  - **Ensure compliance with diocesan policies, including safe environment protocols**
  - **Participate in parish life and support the mission of the Church**
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## **7. Other duties as assign by the Pastor**

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### **QUALIFICATIONS**

#### **Education & Experience**

- **Bachelor's degree in Accounting, Finance, Business, or related field preferred**
- **Relevant professional experience in accounting, finance, or business management required**
- **Significant experience may be considered in lieu of a degree for highly qualified candidates**

#### **Technical Skills (Highly Important)**

- **Strong proficiency in accounting principles and financial management**
- **Experience with:**

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- Budgeting and financial analysis
- Internal controls and audit processes
- Financial reporting
- **Proficiency in QuickBooks (Desktop and/or Online) required**
- Strong working knowledge of Microsoft Excel and financial systems

### **Professional Competencies**

- Experience working with **audits, auditors, and compliance processes**
- Ability to collaborate with **CPAs, accountants, and finance offices**
- Excellent analytical, organizational, and problem-solving skills
- Excellent written and verbal communication skills
- Ability to lead, collaborate, and work across multiple stakeholders

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### **PERSONAL & MINISTRY QUALIFICATIONS**

- Practicing Catholic\* with knowledge and understanding of the Catholic Church in general
- Ability to integrate Catholic values into administrative and operational decisions
- High level of integrity, discretion, and ability to maintain strict confidentiality
- Ability to work effectively with clergy, school leadership, staff, and parishioners
- Able to work in a team-oriented environment, maintain professional, respectful and gospel-oriented personal relationships.
- Punctual

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### **ADDITIONAL REQUIREMENTS**

- Completion of diocesan background check and safe environment training
  - Ability to manage multiple priorities in a dynamic environment
  - Commitment to ongoing professional and faith development
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**KEY EMPHASIS OF ROLE**

- Strong financial and accounting expertise
- Proven ability to manage audits and compliance
- Effective collaboration with both **Pastor and School Principal**
- Leadership across multiple functional areas

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EMPLOYEE SIGNATURE

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DATE

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SUPERVISOR SIGNATURE

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DATE

\*Practicing Catholic: someone who strives to live according to and stands for the teachings of the Catholic Church reflected in the Catechism of the Catholic Church.