

## Parish Business Manager

### INFORMATION PACKET FOR APPLICANTS

Job Posting | Sept. 14, 2024

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#### Parish Business Manager

Holy Trinity Catholic Parish in Comstock Park seeks a professional administrator who is blessed with financial acuity and deeply committed to the values of the Gospel. The business manager works closely with the pastor, principal and parish leadership as the lead steward of the physical, financial and human resources of the faith community, including the parish school. Candidates will need a degree in accounting or business or at least five years of relevant work experience.

Perched among the ridges just a mile from bustling Alpine Avenue, Holy Trinity Catholic serves both rural and urban families in a culture marked by humility and generosity. The parish has more than 500 families whose tithing, tuition and other fundraising efforts support a ministries budget of \$1.5 million. The parish is debt free.

Review of applications will commence Oct. 8, 2024, and continue until the position is filled.

This information can also be accessed at <https://www.holytrinitycp.org/about/jobopportunities>

#### APPLICATION INSTRUCTIONS

Send the following documents in PDF format via email to [frchris@holytrinitycp.org](mailto:frchris@holytrinitycp.org)

1) cover letter; 2) resumé with salary history; 3) at least three references.

*Please include your last name and "Business Manager" in the subject line.*

# **BUSINESS MANAGER | Holy Trinity Catholic Parish**

## **Purpose of this Ministry**

The parish business manager works closely with the pastor, principal and parish leadership by serving as the lead administrator of the physical, financial and human resources of the parish, including Holy Trinity Catholic School.

As a member of the parish's core team, the business manager is a person of faith whose servant-leadership, financial acuity, management skills and commitment to the gospel inspire the practice of stewardship throughout the community, enabling the parish to advance in its mission and purpose.

**Reports to:** Pastor

**Supervises:** Parish staff members as directed by the pastor, volunteers who assist in projects under the purview of the business manager.

**Collaborates with:** School principal, parish staff, leadership commissions and diocesan staff.

**Status:** Full-time | Salaried | Exempt

## **Responsibilities and Tasks**

1. Directly accountable for the financial functions of the parish and school, ensuring business operations comply with civil and canon laws.
2. Establishes and maintains a responsible cash flow system to serve the ongoing operation of the parish and its school.
3. Supports daily activities of the parish office team and fosters parishioner relations.
4. Promotes stewardship by providing accurate and timely financial reports to the pastor, Finance Council, School Board, department heads, parishioners and the Diocese of Grand Rapids, including:
  - Weekly contribution reports
  - Month and year-end financial statements
  - Annual updates to the parish
5. Leads the process to prepare, administer and review the annual budget in collaboration with the pastor, principal, department heads and leadership committees.
6. Acts as liaison between the parish and the diocese in financial and business matters.
7. Serves the Finance Council by communicating diocesan guidelines and expectations and by ensuring the monthly agenda aligns with parish goals and priorities.
8. Promotes staff morale by performing essential human resource functions including:
  - Administering biweekly payroll
  - Maintaining staff personnel records and employee handbook in collaboration with school principal

- Administering benefits programs including insurance plans, retirement plan and 403(b) plan.
9. Helps keep parish campus and facilities are safe, secure and well maintained by supervising and collaborating with the maintenance staff including:
    - Overseeing all insurance-related matters to facilitate risk management
    - Negotiating construction contracts and service agreements
    - Scheduling of parish facilities and monitoring parish security
  10. Assists the pastor and cemetery sexton in the administration of the parish cemetery
  11. Keeps an accurate listing of all fixed assets, and coordinates prioritization of maintenance and capital needs in keeping with parish goals.
  12. Manages information technology by coordinating contracted services to keep internet and telecommunications systems at optimum performance.
  13. Completes other duties as assigned.

### ***Qualifications***

1. Undergraduate degree in accounting or business, with formal accounting education preferred or at least five years of relevant work experience.
2. Manifest a faith in Jesus Christ that is exemplified in the practice of the Roman Catholic faith, and moral character adhered to the values of the Gospel.
3. Appropriate certification, clear criminal background check and credit history check.
4. Openness and availability to work some evenings and weekends.
5. Intermediate to advanced skill level in computer accounting (General Ledger) applications, familiarity with Microsoft Office, Google and other types of productivity and organization management software.

### ***Demonstrated Skills and Abilities***

1. Ability to organize, work independently, set schedules, prioritize tasks, and work within the landscape of a team setting.
2. Expertise in finance, recordkeeping, and property management.
3. Strong communication skills: writing, speaking, listening.
4. The ability to handle issues with discretion and maintain confidentiality.
5. Empathy and approachability.
6. Attention to detail and a focus on accuracy.