

## JOB DESCRIPTION

<b>Position Title:</b> Business Administrator	<b>Status:</b>
<b>Department:</b>	<b>Rank:</b>
<b>Supervisor's Title:</b> Pastor	<b>Approval Date:</b>
<b>Revised:</b>	<b>Compensation Review:</b>

**Job Summary:**

The Business Administrator is responsible for the management of the business operations of the parish. Responsibilities include administration of the finances of the parish, payroll, bank reconciliation and budget planning. This position is also responsible for the building and grounds and human resources functions at this parish.

**Actions required to be consistent with Culture and Values:**

- **Explore Potential:** Nurture and challenge the God-given potential and gifts in others so they translate their own potential into action and reach the hearts of even more people through missionary discipleship.
- **Connect to Inspire:** Connect with each individual person and ignite their desire to accomplish the vision and mission of the Church.
- **Embrace People's Hearts:** See Christ in all who are served and treat each person with respect and honor with positive regard and appreciation for all individuals.
- **Empowered to Act:** Take personal responsibility for diocesan mission, vision and culture with a personal desire for accountability to reach souls for God.
- **Nurture Abundant Life and Growth:** Actively nurture life and growth of each individual with a desire to cultivate their own ability to inspire discipleship in others. Cultivate leaders and teams outside of their comfort zone in their personal journey of discipleship actions.

**Required Knowledge, Skills, & Abilities:**

**Knowledge**

- Bachelor's degree in Business Administration or equivalent.
- Knowledge of office policies and procedures.
- Working knowledge of personal computers including Microsoft Office Suite.
- Minimum of two years direct supervisory experience required.
- Prior Accounting experience; includes payroll processing, withholding and tax reports, A/P, A/R, budget preparation.

**Skills & Abilities**

- Strong leadership and maturity to relate to various situations and individuals at various levels.
- Strong organizational skills.
- Strong financial management and accounting and monthly financial reporting skills.
- Excellent written and verbal communication skills.
- Excellent problem solving, analytical, decision-making and professional interpersonal skills.
- Proficient personal computer skills: Microsoft Office Suite and internet.
- Professional and effective etiquette skills.

- Ability to supervise and direct the activities of others.
- Ability to keep information confidential in a delicate and/or crisis situations
- Ability to work cooperatively with others

**Duties and Responsibilities:**

*“Embrace the mission and vision of the Catholic Diocese of Green Bay and work in accordance with Catholic Social Teachings and the moral and ethical values of the Catholic Church.”*

- Employees are expected to attend retreats, seminars and small group discussions where faith is discussed.
- Administration of Finance, oversee or perform some or all of the following:
  - Budget preparation, monitoring, and reporting.
  - Investment records and reports.
  - Deposit accuracy at bank, into financial systems, and into census program.
  - Payroll processing, including withholding and tax report.
  - Expenditure approval in keeping with the parish budget.
  - Accounts payable processing.
  - Finance Council, Pastoral Council, Pastor/Parish Director reporting.
  - Finance Council liaison.
  - Annual reports to parishioners and Diocese.
- Administration of Buildings and Grounds, oversee or perform some or all of the following:
  - Capital assets inventory records.
  - Facility and equipment preventative maintenance schedules.
  - Projects for repairs, renovations and improvements of facilities.
  - Contracts for timely, scheduled maintenance facility insurance policies and issues.
  - Acquisitions of new equipment and furnishings.
  - Long-range facility planning.
  - Buildings and grounds committee liaison duties.
  - Cemetery properties.
- Administration of Personnel, oversee or perform some or all of the following:
  - Clerical, maintenance and janitorial staff recruiting, interviewing and hiring.
  - Work assignment and supervision of staff under jurisdiction.
  - Salary and benefit administration.
  - Contract and salary negotiations with parish committee or individuals.
  - Internal staff conflict/dismissal issues.
  - Personnel files.
  - Serve as Local Safe Environment Coordinator (LoSec), by gathering, maintaining employee and volunteer Virtus documentation, including initial applications, background criminal checks, staff & volunteer orientation sessions, and related duties as needed.
- Administration of Communications, oversee or perform some or all of the following:

- Parishioner newsletter and/or bulletin.
- Bulletin service provider or in-house advertising contact.
- Master file of pastoral and finance council minutes.
- Parish promotional materials, advertising, telephone directories, etc.
- Parish web site information.

**ADA**

**Physical/Visual/Mental Demands:**

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to handle objects, reach with hands and arms; and talk. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by the job include close vision and distance vision.

**Typical Working Conditions:**

Person in this position will work in an inside office environment; would work alone at times and frequently with a group; normal hours would be XX hours per week, Monday through Friday

**Name Hours**

**Nature of Supervision Received:**

Receives minimal supervision. Incumbent must establish priorities and independently set daily objectives to meet deadlines and address urgent situations as they occur.

**Judgment Exercised/Decisions Made:**

Considerable judgment and independent decisions making is required regarding compliance to policies. Decisions are moderately complex. Requires ability to thoroughly investigate and analyze problems and recommend the proper course of action. Judgment and tact must be used in communication of policies and procedures.

**Financial Responsibility:**

Responsible for effective use of budgeted resources.

**Supervision Exercised/Number of Employees Supervised:**

Direct supervision – Name Positions

Signature \_\_\_\_\_

Date \_\_\_\_\_