

# **Business Manager St. Angela Merici Church**

## **Summary**

Works under the direction of the Pastor and assists him with the stewardship of the finances of the parish, in accordance with Archdiocesan Internal Controls and Policies and St. Angela Merici Parish guidelines. The Parish Business Manager values the organization and the responsible management of its resources in support of the Pastor, ensuring that the business, finance, and human resource needs of the parish are sustained. The Parish Business Manager of St. Angela Merici Parish must understand and respect the mission and vision the pastor has set for the church by projecting a faith filled presence with knowledge of the Catholic Faith and in support its social teachings. This full-time position also has supervisory responsibilities.

## **Key Areas of Responsibility:**

- To encourage, clarify, and maintain relationships within the parish and with extra-parochial persons/groups so that our vision and mission are the guiding principles for ministry.
- To budget, oversee, and implement the financial matters of our parish to reflect wise management and compliance with applicable regulations/laws of our Archdiocese and civil authorities so that our parishioners have confidence in our financial stewardship.
- To encourage, coordinate, and facilitate implementation of Archdiocesan and parish human resource policies so that our parish reflects an atmosphere of teamwork.
- To analyze, facilitate, and manage our ministries to honor parishioner giving and to grow our parish in ministry and activity that reflects our vision and ministry.

## **Education and Experience**

- Bachelor's Degree in Business Administration. Master's level degree preferred. Will consider other degrees with applicable industry/church experience.
- Familiarity with accounting principles and financial management policies and procedures
- Minimum five years' experience in an administrative position preferably as a Business Manager at a Catholic Parish
- Experience leading and managing multiple employees
- Experience with upholding policies and procedures and regulations

## **Specific Knowledge, skills and abilities required**

- Must have the ability to develop and maintain positive relationships with employees at all levels.
- Strong interpersonal, written, and verbal communication skills, including ability to produce clear, concise reports and recommendations to varied groups.
- Ability to exercises considerable independence and judgment with a high level of confidentiality.
- Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.
- Ability to face situations firmly, courteously, tactfully, and with respect for the rights of others.
- Requires a high level of computer expertise in Microsoft Office products, including Word, Excel, PowerPoint, and Outlook.
- Must be flexible, innovative in a fast paced, time-critical environment and the ability to work independently.
- Performs work at a high level of accuracy and attention to detail.

**WORK ENVIRONMENT** The work environment is typical of an office environment. Employee is not required to travel for this position and no regularly scheduled overtime will be required. Should you have an interest in this position, please submit your expression of interest with resume to Rev John Cahoon [frcahoon@stamericigh.com](mailto:frcahoon@stamericigh.com)