

Business Manager

All Saints Catholic Church

Role Description: The Business Manager manages the business side of the parish. These responsibilities include tactical business management, business development, and administrative activities. In addition, the business manager will have a keen sense of the parish's needs and know how to strategically address those needs when working with the parish staff and ministries. The Business Manager reports directly to the Pastor. This is a full-time hourly role with pension contributions.

Role Responsibilities:

- **Business Management:**
 - Work with the bookkeeper to ensure proper controls are in place for all monetary transactions and that said controls are adhered to. This could include periodic audits of transactions by staff personnel and ministries for control testing.
 - Daily review and approval of all purchase requests as directed by the Parish Expenditure Policy. Ensure purchase requests adhere to the Parish Expenditure Policy guidelines. Proactively provide required documentation to the bookkeeper to allow for cross-reconciliation for payment.
 - Work with staff personnel, ministries, volunteers, and hired services to
 - Review the parish's financial variance statements and provide feedback on addressing falling short items, such as the diocesan service fund.
 - Weekly check-in with Facilities Manager to discuss ongoing, new, and proposed projects. Provide weekly notes to the Pastor and Finance Council.
 - Personnel Responsibilities:
 - Establish and maintain the evaluation process. This includes ensuring staff and ministry leads understand and administer the process as directed.
 - Participates in the hiring and termination policies of the parish in collaboration with the Pastor
 - Develop and maintain a process for soliciting quotes and making recommendations. The process should include:
 - Guidelines for when to employ the quote process
 - Directions on writing the project objective and requirements
 - Soliciting the quotes (who, how many, etc.)
 - Criteria for reviewing and potentially scoring the quotes (quality of submitted quote, comparison of quotes, evaluation contractors and referrals, etc.)
 - Directions on making, writing, and submitting recommendations
 - Negotiation guidance

A Complete Job Description may be found at: <https://www.allsaintsheights.com/current-employment-opportunities>

Resume and Interest letters may be emailed to: fr.eli.lopez@allsaintscatholic.us