

BUSINESS MANAGER
Job Description

Reports to: Pastor

Position Summary (as offered by the Archdiocese of Omaha – July 1, 2008)

A well organized professional to execute daily parish/institution accounting and finance related functions, at the discretion of the pastor

Primary Responsibilities (as offered by the Archdiocese of Omaha – July 1, 2008)

- Advise pastor as requested
 - Supervise financial/clerical personnel
 - Develop and maintain accurate and timely financial/demographic information
 - Establish and oversee parish/institution internal controls and financial due diligence
 - Budget/facilitate plan for short-term/long-term financial requirements of parish/institution
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Primary Financial Responsibilities (as offered by Mary Our Queen)

Daily

- Manages and directs the overall financial operation of Mary Our Queen parish
- Acts as a financial consultant to all department heads for entire campus
- Responsible for accounting of monies and maintaining financial records for all departments on campus, including receiving invoices for payment, correlating invoices with purchase orders and items and services received.
- Maintains multiple checking accounts
- Prepares bank deposits
- Maintains accurate records within Archdiocesan accounting software
- Work in conjunction with campus maintenance department
- Work in close conjunction with school cafeteria program
- Work in close conjunction with parish extended care program
- Work in close conjunction with parish Building and Maintenance Committee
- Maintain records and make deposits for memorials, candle money, and special accounts including Christmas Wish List
- Order special items for memorial account as requested by the pastor

Weekly

- Supervises Sunday collection money counting program
- Receives, verifies and pays all bills as related to campus operating expenses (does not include parish organizations)
- Prepares checks for appropriate signatures
- Collect Electronic Giving Program monies
- Provide financial outlook to bulletin editor for inclusion in bulletin
- Receive, verify and enter all Capital Campaign payments

Monthly

- Reconciles bank statements for all parish bank accounts as well as organization bank accounts
- Responsible for payroll and payroll taxes for all personnel.
- Works in collaboration with payroll company tax department to remain compliant with IRS regulations.
- Works very closely with the Parish Finance committee and the School Board committee
- Attend and facilitate monthly finance committee meetings
- Prepares monthly parish financial reports for finance meeting
- Send donation thank you notes as needed
- Assists all employees in matters of pension, insurance and other benefits (as needed)
- Attend monthly Archdiocesan Business Manager Network Luncheon
- Attend monthly School Crisis Response Team meetings (parish liaison)
- Send out thank you letters in regards to memorials and other gifts to the parish (as needed)
- Assist with parish room rentals (collect money; act as liaison between Rental Director and parish office)
- Send out stipends / weekend supply checks to visiting priests

Annually

- Meets with department heads and draft the annual budget in consultation with the Pastor and Finance committee.
- Submit completed annual parish budget to Archdiocese Financial Department
- Prepares Archdiocesan financial reports (as needed)
- Prepares State of Nebraska Annual Financial Report for the Cafeteria program
- Prepares and sends annual pension contributions for all qualifying employees
- Create End of Year Reports for parish finance committee
- Check High School subsidy bills – check to see parents registered at MOQ and then prepare and send subsidy checks

Bi-Annually

- Attend Parish Council meetings and report on the financial state of the parish (Present Budget – April; Present EOY – September)

Other Duties (non-Financial) - As Needed

- Filing – as needed (as least weekly)
- Attend other evening and/or weekend meetings as needed
- Fulfills all other duties assigned by the pastor
- Keep parish staff personnel records up to date