

## JOB DESCRIPTION

### **St. Cecilia Church and School**

POSITION TITLE:	Business Manager
JOB CLASSIFICATION:	Exempt, Full-Time
DEPARTMENT/PROGRAM:	Office Administration
REPORTS TO:	Parish Pastor/Administrator
SCHEDULE:	Monday - Friday
PAY RANGE:	\$80,000 - \$100,000 Annually
	Based on experience, education and qualifications.

#### Summary:

The position of Parish and School Business Manager, reporting director to the Pastor/Administrator, requires management and oversight of all financial activities of the school and parish, including budgeting, forecasting, payroll/human resources, financial reporting, and all accounting functions. The Manager assists the Pastor/Administrator with the stewardship of the physical, financial and personnel resources for the parish. Primary areas of responsibility include, but are not limited to: office management; human resources; accounting and finance. This role interacts regularly with diocesan offices (e.g., Finance, Audit, Risk Management, Human Resources, Schools), parish advisory councils, banking personnel, and public. This position requires sound financial management skills, attention to detail, and discretion in handling operational challenges and confidential matters.

The St. Cecilia Parish and School Business Manager performs all duties and responsibilities in alignment with the mission, vision and values of the Roman Catholic Diocese of Orange.

#### **ESSENTIAL FUNCTIONS:**

##### **Financial Management & Reporting**

- Maintain accurate financial records in compliance with diocesan policies and procedures.
- Prepare and manage budgets; provide monthly financial statements and forecasts.
- Ensure internal control compliance for payments, cash handling, and financial transactions.
- Reconcile general ledger accounts monthly and post adjusting journal entries.
- Review and process vendor invoices, ensuring proper documentation, authorization, and account coding.
- Process and reconcile accounts payable/receivable, tuition collections, and payments.
- Administer and manage accounting software, including FACTS and QuickBooks.
- Provide reports and information for external audits and annual compliance reviews.

##### **Payroll & Human Resources**

- Process payroll, including data collection, calculation, and entry, ensuring compliance with diocesan policies.
- Resolve payroll discrepancies and assist site managers with payroll-related inquiries.

- Support human resource management, including compliance with employment practices and policies.
- Assist with personnel recordkeeping and processing of new hires into payroll, health plan and other benefits.
- Work with RCBO Offices of Human Resources and Finance to ensure that appropriate documentation is maintained in payroll, accounting and personnel files. Secure and maintain personnel and financial records according to federal, state, and any other applicable regulations.
- Implement personnel policies in accordance with the RCBO guidelines regarding hiring and termination, job descriptions, personnel evaluations, etc.
- Evaluate support staff through yearly performance reviews.
- Oversee implementation of guidelines and policies for volunteers.

### **Administrative Support**

- Assist with system software needs and diocesan administrative tasks.
- Oversee financial aid application evaluations and delinquency management.
- Support promotional and outreach activities for schools and parishes.
- Attend pastoral, parish, school, and board meetings as required.

### **Operational Oversight**

- Supervise and support office staff (e.g., business, relationship, and office managers), accounting personnel, and maintenance teams.
- Manage vendor relationships, including processing annual 1099 forms.
- Coordinate weekly collection counts and oversee volunteer participation as needed.
- Responsible for implementation of and execution of various Risk Management policies and programs, including Worker's Compensation.
- Oversee the maintenance of all parish and school facilities, including the routine inspection of the grounds, installations, and equipment to determine necessity of repairs, maintenance or replacement.
- Plan and direct building and grounds improvements that ensure that the facility's appearance positively reflects and enhances the parish and school in the community. Plan and schedule work with minimal interruption to parish and school activities and communicate any transportation and related interruptions to employees and community. Secures necessary permits for such work.
- Oversee all security measures and systems, including alarms and security contractors. Work with Pastor, principal and staff to ensure existing security policies and procedures are operative in order to provide adequate security of buildings and people working in and accessing building and grounds.
- Monitor and implement and test emergency backup plans and procedures, working with Pastor and principal to ensure that systems are functional in the event of interruption.

### **Other Responsibilities**

- Provide training and facilitate group presentations for staff on financial and operational processes.
- Analyze and evaluate operational efficiency, making recommendations for improvement.
- Perform additional duties as assigned.

**QUALIFICATIONS & EXPERIENCE:**

- Bachelor's Degree in Business Administration, Accounting, or Finance preferred.
- 3-5 years of business-finance work experience.
- Supervision, leadership, and good communication skills.
- Understanding of fiscal planning/management, accounting, and payroll functions.
- Track record of academic and professional excellence.
- Ability to learn and administer parish and school operating software (e.g., QuickBooks, Aplos, Microsoft Office products, FACTS).
- Experience in basic human resource management practices.
- Facilitate group presentations and training of staff.
- Understanding of Catholic social teaching and its application to school-parish operations.

**Preferred:**

- Church or non-profit experience
- Practicing Roman Catholic

**Physical Requirements/Work Environment**

- To perform duties of the job, the employee may on a regular basis be required to stand, sit, talk, hear/listen, reach, stoop, kneel and use hands and fingers to operate a computer, keyboard and other office equipment. Close vision requirements apply due to the nature of computer work.

**PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:**

<b>Working Conditions</b>	Typical office environment.
<b>Equipment &amp; Software Used</b>	Basic computer equipment, keyboard, mouse, telephone, copier, calculator and shredder/ FACTS, QuickBooks, SIS and other program software.
<b>Essential Physical Tasks</b>	Communicate, move, remain stationary, reach, occasionally carry materials as needed weighing up to 30 lbs.