

JOB DESCRIPTION: PARISH BUSINESS MANAGER

July 1, 2018 – June 30, 2019

You are expected to be working at the Parish no more than 40 hours each week when the Parish Offices are open: 8:30 a.m.–4:30 p.m. Your day-to-day schedule may be flexible but should be arranged with and approved by the Pastor.

- You must have completed the Archdiocese of Omaha's Safe Environment Training Program. Certification must be kept current.
- Assist Pastor and school Principal along with Parish Finance Council and School Board as requested.
- Record accurate and timely financial/demographic information.
- Assist in budgeting financial requirements of parish and school.
- Maintain parish and school internal controls and financial due diligence.
- Detailed reconciling of multiple parish accounts (ability to keep a complete set of financial statements).
- Knowledge of payroll processes and related tax issues.
- Understanding of accounts payable process.
- Computer literacy with mainstream accounting/financial software.
- Working understanding of the Catholic Church.
- Must be a well organized professional to execute daily parish & school accounting and finance related functions, at the direction of the Pastor.
- Sound understanding of generally accepted accounting principles (ability to develop and maintain a complete set of financial statements).
- Comprehensive knowledge of payroll/related tax issues and accounts payable.
- Mature, practiced verbal and written communication skills.
- Experienced user of mainstream accounting/financial software.
- Advise Pastor and parish and school Finance Committees as requested.
- Supervise financial and office personnel.
- Develop and maintain accurate and timely financial/demographic information.
- Establish and oversee parish and school internal controls and financial due diligence.
- Budget/facilitate plan for short-term/long-term financial requirements of parish and school.
- Monitor the Children's Scholarship Program for the Elementary School. Make sure parents are staying in compliance. Get new applications out to school families every year and make sure that the current scholarship families turn in their renewal registration.
- Coordinate and maintain all Safe Environment Certifications and re-certifications for Holy Trinity Parish & School and Cedar Catholic High School.
- Maintain all St. Michael Cemetery Records.
- Maintain all Parish sacramental books, making sure that all entries are made timely. Create all sacramental certificates.
- Maintain Parish Soft Management System.
- Maintain the Wordware Program for the Cafeteria program. Taking care of daily recordings of lunches, keeping all records for lunch verification, applications for Free & Reduced lunches, and timely bill collection of all lunch bills for both Holy Trinity School

and Cedar Catholic High School. Complete State Annual Financial Report and monthly reimbursement reports timely.

- Take care of all School and Preschool Financial Commitments from parents and collecting all fees that are due at registration time.
- Maintain all Time Clock entries and time cards.
- Maintain all statements for tuition for the School Families.
- Maintain all HTCCW (Guild) Group memberships.
- Work with the Fall Dinner chairs to make work and donation lists, create raffle tickets & take care of raffle mailing for the Fall Dinner.
- Maintain & record all Parish Envelope donations. Send out quarterly personal contribution statements.
- Maintain lists and mailings for Ministry of Praise and Perpetual Adoration.
- Create and maintain all personnel files & handbooks. Create the principal and all teachers' contracts. Maintain all human resource information & job descriptions.
- Work in close cooperation with the Business Manager for Cedar Catholic on matters of shared personnel.
- Perform all other duties assigned by Pastor.