

JOB OPENING

La Purisima Church and School is seeking a Business Manager.

The below is a complete job description.

Please submit your PDF resume to **Fr. Martin Nguyen**
frmnguyen@lapurisima.net

JOB DESCRIPTION

POSITION TITLE: Business Manager

JOB CLASSIFICATION: Exempt

HOURS: Monday – Friday, 9 am – 5 pm, plus monthly evening meetings with Church and School Finance Councils

REPORTS TO: Pastor for both Church and School Matters
Principal for School Matters

SUPERVISORY RESPONSIBILITY:

Supervise Facility Maintenance staff, AP and AR staff

INTERNAL/EXTERNAL CONTACTS:

Church and School staff and volunteers, parishioners, committee members, contractors, vendors, and extended Catholic community and organizations.

PRIMARY RESPONSIBILITY:

To develop and implement activities/procedures to accurately and timely capture, record, and report Church and School financial results in line with policies, procedures and regulations.

QUALIFICATIONS & EXPERIENCE:

Bachelor's Degree in Business Administration, Accounting or Finance preferred. Experience and skill in supervision, leadership and communication. Five to ten years' experience in business, finance, accounting or management required. Knowledge of fundraising and long range planning preferred. This individual must be practicing his or her Roman Catholic faith.

SKILLS, KNOWLEDGE AND ABILITIES:

1. Self-starter/Hands on abilities
2. Office/Supervisory management if needed
3. Fiscal Planning/management, Accounting, and HR/payroll
4. Good written/oral communication and public relation skills

5. Ability to oversee computer and network server needs
6. Ability to create processes and training staff/ministries
7. Ability to maintain confidentiality of information
8. Experience in Microsoft Office products, QuickBooks
9. Experience in general/accrual accounting processes and Financial Reporting

PHYSICAL REQUIREMENT: Normal office environment.

EQUIPMENT OPERATED: Personal computer – Microsoft Windows/QuickBooks environment. Familiar with word processing, database, spreadsheet, email management and communication. Scanner, printers, telephone, fax machine, copier and paper shredder.

MAJOR POSITION RESPONSIBILITIES AND REGULAR DUTIES:

1. General Administrative and Office Management (Church & School)

- a. Provide supervision of AP and AR Coordinators
- b. Provide administrative, purchasing and clerical support to ministry staff
- c. Manage information system needs and requirements
- d. Collaborate with the Diocese and other Business Managers for training and general support

2. Financial (Church & School)

- a. Secure, develop, and implement financial policies and procedures
- b. Supervise all payroll, receivable, banking, ministries, event accounting and related matters, as well as the overall financial record keeping
- c. Maintain financial accounts for all communities and approved ministries with reports to them as requested
- d. Prepare annual Church/School budgets with input from Pastor, Principal, and Finance Council/Committee, and report per deadlines established by the diocese
- e. Prepare monthly financial statements for presentation to Finance Council/Committee
- f. Provide financial updates to parishioners/committees on a regular basis
- g. Direct/support weekly collection count process and oversee volunteers involved
- h. Oversee/support the financial management of parish, school and diocesan events/appeals/fundraisers
- i. Ensure all Vendors/Ministry/Diocese invoices are appropriately paid
- j. Reconcile all bank statements – monthly
- k. Establish reporting to comply, file, and pay Quarterly Sales/Use tax
- l. Complete annual 571-L Report
- m. Collaborate with the Diocese/Business Managers as needed
- n. Prepare monthly, quarterly, annual financial reports for the Diocese
- o. Manage/report cash among various funds

3. H/R & Payroll (Church & School)

- a. Prepare, process and submit payroll every 2 weeks per deadlines
 - o Utilize time and attendance reporting systems/spreadsheets to accumulate payroll data: Hours Worked, Sick, Vacation, Personal, Holiday Time, etc.

- Utilize payroll processing firm to record, issue checks/tax documents, and retain employee payroll information
- b. Act as HR liaison for all Church/School employees
 - Ensure New Hire documents are completed timely and set up for payroll.
 - i. I-9, Background check, W-4, Direct Deposit, Employee Info, etc.
 - Ensure related benefits are appropriately identified and applied
 - i. Pension, Medical, Dental, Life Insurance
 - Provide employee guidance as to HR policies/changes
- c. Work with Pastor/Principal re salary/hourly rate increases – annually and as needed

4. Facility Management (Church & School)

- a. Supervise the Facility Coordinator position
 - Room Set up – Tables, Chairs, etc
 - Attend to janitorial needs
- b. Ensure facility is in good working order
 - Identify facility repair issues – secure qualified outside vendors as appropriate
- c. Ensure safety program is in place
- d. Participate in large scale facility projects

5. Committees (Church & School)

- a. Attend all Pastoral, Finance Council, School Finance Committee, and Office Staff meetings, reporting results as appropriate.
- b. Respond to the administrative needs of all committees
- c. Attend Diocesan Business Manager meetings

6. General (Church & School)

- a. Act as "point person" for inquiries on parish/school business and administrative matters, making appropriate referrals as needed
- b. Be a catalyst for good cooperation and business relationships among all parish/school entities, staff, committees, communities, ministries, and parishioners
- c. Maintains spiritual influence and presence in overall administrative activities of the parish
- d. Understands Catholic social teaching and applies it to parish and school policies
- e. Maintains confidentiality in all areas of responsibilities as required

7. Perform other work related tasks as directed by the Pastor/Principal.

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