

## **JOB OPENING**

La Purisima Catholic Church  
is seeking a Business Manager

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

## **JOB DESCRIPTION**

**POSITION TITLE:** Business Manager

**JOB CLASSIFICATION:** Salaried/Exempt

**PAY RANGE:** 70K–80K Based on experience, education and qualifications

**HOURS:** Monday – Friday, 8 am – 5 pm, plus monthly evening meetings as may be necessary.

**REPORTS TO:** Pastor

### **QUALIFICATIONS & EXPERIENCE:**

Bachelor's Degree in 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 a plus.

### **SUPERVISORY RESPONSIBILITY:**

Supervise the Accounting Staff

### **MAJOR POSITION RESPONSIBILITIES AND REGULAR DUTIES:**

#### **1. General Administrative and Office Management**

- a. Provide proper recording of Weekly Donations and Online giving.
- b. Manage information system needs and requirements
- c. Collaborate with the Diocese and other Business Managers for training and general support

#### **2. Financial**

- a. Secure, develop, and implement financial policies and procedures
- b. Supervise all payroll, account receivable/payable, banking, ministries, event accounting and related matters, as well as the overall parish financial record keeping
- c. Maintain financial accounts for all communities and approved ministries with reports to them as requested

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- d. Prepare timely annual parish budget with input from Pastor and Finance Council
- e. Prepare timely monthly/quarterly/annual financial statements for presentation to Finance Council and Diocese
- f. Provide at least annual financial updates to parishioners
- g. Direct/support weekly collection count process and oversee volunteers involved
- h. Oversee/support the financial management of parish and diocesan events/appeals/fundraisers

### **3. H/R & Payroll**

- a. Prepare, process and submit payroll every 2 weeks per deadlines
- b. Act as HR liaison for all parish/employees
  - o Ensure New Hire documents are completed timely and set up for payroll.
  - o Ensure related benefits are appropriately identified and applied
  - o Provide employee guidance as to Diocesan HR policies/changes

### **4. General**

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

### **5. Perform other work related tasks as directed by the Pastor.**

#### **SKILLS, KNOWLEDGE AND ABILITIES:**

- 1. Self-starter/Hands on abilities
- 2. Office/Supervisory management, as necessary.
- 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, as needed.
- 7. Experience in Microsoft Office products, QuickBooks
- 8. Experience in general/accrual accounting processes and Financial Reporting

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