

Archdiocese of Los Angeles

Padre Serra Parish

Parish Business Manager

Department: Administration

Supervised by: Pastor

Employment Status: 40 hours/week, Exempt

Salary Grade: see page 3

Position Summary:

Responsible for all administrative functions of the parish including finance, facilities, human resources, communication technology and general administration. Supervises: Finance Administrator, Facility Supervisor, Custodial Workers, Communication Technology Coordinator and Serra Center Coordinator.

Duties and Responsibilities:

Because all Archdiocesan employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work and, in particular, the goals and mission of Padre Serra Parish.

The following tasks are considered essential functions of the position. To perform the job successfully an employee must possess the abilities and aptitude and take initiative to perform each duty proficiently.

Finance

Participates in development of the annual budget, ensures expenditures comply with approved budget.

Oversees maintenance of accurate records concerning all financial transactions, ensures required Church and government reports are filed as necessary.

Assists in preparation and presentation of financial reports as required.

Oversees payroll, ensuring employees are paid in accordance with appropriate laws, and payroll reports are filed as necessary.

Facilities

Reviews campus weekly, recommends major repairs, remodeling and construction requiring expenditures in excess of budget; coordinates repair/construction activities to ensure they are done well, on time and within budget.

Oversees the maintenance, cleanliness, timely repair and replacement of all parish buildings, equipment, property, landscaping and grounds.

Establishes and maintains an inventory of equipment and supplies, and arranges for replacement as needed; oversees purchasing of equipment and supplies, ensuring quality consistent with cost and service.

Oversees set-ups for events and meetings with the maintenance staff and various parish ministries and groups; coordinates logistics and schedules support staff.

Maintains vendor relationships and contracts.

Manages operations and rental of the Serra Center.

Human Resources

Recruits, hires, trains and supervises office, facilities and maintenance staff.

Ensures necessary administrative support for pastor, directors and others; provides training, communication and guidance to administrative staff as needed.

Oversees new hire requirements, benefits administration and recordkeeping.

Develops personnel policies and manages compensation, time-off, staff reviews, discipline and development.

Resolves employee relations problems.

Communication Technology

Oversees the master calendar, email, website, and parish office policies and procedures.

Teams with Pastoral Team and oversees staff preparation of all publications; composes content and reviews and edits drafts.

Oversees office technology: computers, printers, servers, phones and software, staff training and proper utilization of systems.

General Administration

Oversees Safeguard the Children requirements to ensure compliance and provide a safe environment.

Assists with setting annual parish and department goals.

Acts as resource person for all staff, parishioners and the general public.

Reviews procedures and policies and develops methods to improve efficiency, reduce costs and give better service to the parish community.

Actively supports mission, philosophy and goals of the parish, attends events; performs related duties as required.

Minimum Qualifications (working knowledge of/skills in):

Budgets, accounting, facilities management, basic personnel and related laws

Organization and long range planning

Project management, general management and supervision

Creative problem solving, collaboration, and working in teams

Verbal and strong written communication

Strong leader who takes initiative and can motivate and inspire staff and others

Compensation

Based upon the Archdiocese salary schedule for a full-time parish business manager, the monthly salary falls between \$4,333 and \$6,066 depending on qualifications.

Applications

The application period for this position will close at 5:00pm on Friday, February 23, 2018.

This job description seeks to provide information regarding the primary duties of this position for prospective applicants. Duties and responsibilities described may be assigned or reassigned at the discretion of management and the pastor in keeping with the changing needs of the parish.

Submit completed applications, cover letters and resumes electronically to: EveCollier@la-archdiocese.org.