

Position: Business Manager

Location: St. Simon Church, Ludington, MI

FLSA Status: Exempt

Hours: Full time, 40 hours weekly

**General Summary:** The Business Manager assists the Pastor, parish staff, and the parish Finance and Pastoral Councils in the ministry and implementation of the vision of the parish by overseeing the general office and financial activities of the parish and its ministries. The incumbent directs these efforts with technical expertise within a framework of shared ministry, stewardship, and Catholic values.

### **Primary Duties and Responsibilities:**

#### **Finance:**

- Prepare annual budgets: church, church ministries, faith formation and school (in consultation with the pastor and finance council) and reports requested by the pastor and/or finance council.
- Manage all banking activities including the accounting and banking of Sunday offertory collections, payables, receivables, and various fundraising activities. Ensures timely deposits and payments.
- Manage and prepare all accounting, budgetary, fiscal, and statistical records with particular attention to quarterly reports to the parish and annual reports to the Diocese of Grand Rapids along with any monthly reports to parish staff and finance council.
- Administer all payroll functions.
- Serve with the pastor as the liaison to the parish finance council and periodically report on the condition of the parish's physical assets, along with the administrative status of the parish.
- Ensure the filing of all required federal, state, and diocesan reports.
- Monitor and oversee budgetary compliance for all departments.
- Research and monitor service contracts, suppliers, vendors, for fair pricing and competitive bidding.
- Works cooperatively and collaboratively with diocesan accounting staff.

#### **Facilities:**

- Oversee the management of parish facilities (scheduling, maintenance, insurance coverage, etc.).
- Oversee all aspects of the care, maintenance, and replacement of all parish buildings and equipment including the securing of bids, negotiating contracts, and the purchasing of supplies and equipment.
- Make assessments as needed for capital repairs, to place them in their relative priority for accomplishment, and make pertinent recommendations to the pastor and finance council.
- Supervise all arrangements with contracts and outside contractors.

#### **Personnel:**

- Administer all parish personnel policies.
- Coordinate all business and administrative activities of the parish, school, faith formation, youth ministry, fundraising activities, and other parish entities and endeavors with regards to human resources (e.g. salaries, personnel policies, etc.).

- Hire, train (as needed), supervise, and evaluate all parish maintenance, parish janitorial, housekeeping, secretarial and bookkeeping personnel.
- Develop and recommend to the pastor and other appropriate parish staff persons the necessary policies, methods, and procedures for carrying out financial, accounting, internal control, and other administrative services.

### **Qualifications & Skills**

**Education:** College degree or higher in Business Administration, or equivalent.

**Experience:** A minimum of three years prior office management experience is required. Requires highly developed management and communication skills with a sound understanding of generally accepted accounting principles (GAAP).

**Job Related Skills:** Understanding of accounting software and Microsoft software applications (such as: Microsoft Excel/Word/Outlook/PowerPoint) is required. Must also possess a working knowledge of the internet, computers, and office equipment including, standard keyboard, 10-key calculator, etc.

**Requirements:** This position will require some weekend and evening work, as well as travel to Diocesan meetings in Grand Rapids, MI.

**Physical Demands:** While performing duties employee has to sit for long periods of time, use hands in repetitive motion tasks. The position also requires some standing, stooping and bending. Employee is expected to work in office. Must be able to lift 40 lbs. **Interpersonal Skills:** The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior. Be an active member of a Catholic faith community. Support and implement the mission of the parish.

**Language skills:** Ability to read and comprehend simple instructions, write short correspondence, effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

**Reasoning Ability:** Ability to apply common sense to carry out written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

**Disciple:** Must be an active disciple of Jesus Christ in the Catholic Tradition.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.

Please submit intent letter, resume and professional references to:

[stsimon@stsimonchurch.com](mailto:stsimon@stsimonchurch.com)  
ATTN: Fr. Wayne B. Wheeler, Jr.