

Diocese of Covington

Policies & Procedures Manual

Section: Compliance – Payroll and Personnel

Policy: Business Manager Job Description – Sample



The Parish Business Manager is a professional administrator who reports directly to the Pastor. He or she assists the Pastor with the stewardship of the physical, financial and personnel resources of the parish, in accordance with diocesan policies and procedures.

The Parish Business Manager is a person of faith committed to Gospel values. He or she values the organization and responsible management of resources, and helps the Church fulfill its mission and purpose.

The job description is intended to cover a broad list of responsibilities that may be the role of the Parish Business Manager. The needs of the Pastor/Parish, as well as the skills of the Parish Business Manager, must be taken into consideration as the specific description is developed. Further, when determining specific responsibilities to be performed by any one individual, the Pastor should examine job responsibilities to mitigate any segregation of duties issues that may arise due to small numbers of staff positions. Please see the "[Internal Control and Segregation of Duties](#)" policy for additional assistance in this area.

The following is a listing of potential job duties/responsibilities that should be considered for a business manager at a parish/school:

A. FINANCIAL MANAGEMENT

- Prepares budget, annual report, interim reports, general ledgers and other monthly reports.
- Handles bank relations to include management of accounts and problem solving.
- Manages bookkeeping functions including, but not limited to, payables and receivables and all other parish and school revenue and expenses.
- Staff liaison to Parish Finance Council.
- Facilitates fund raising events, pledge drives and parish offertory collections.
- Oversees the management of parish operational and financial records.
- Ensures that all federal, state and local taxes are paid in accordance with federal, state and local regulations.
- Manages payment of salaries and benefits.
- Ensures compliance with Kentucky Charitable Gaming Regulations.

B. PLANT MANAGEMENT

- Oversees major repairs, renovations and capital projects in accordance with archdiocesan policies.
- Acts as liaison to diocesan administrative agencies.
- Manages custodial maintenance functions.
- Acts as a resource for the building committee.
- Schedules meeting space.
- Responsible for parish security, leasing, rental, use of parish facilities, and acts as a liaison to local government agencies.



C. PERSONNEL MANAGEMENT

- Implements personnel policies: develops hiring and termination procedures, job descriptions, personnel evaluations, open enrollment and EEO Reports for administrative and support staff.
- Directs the management of the parish office.
- Evaluates support staff through yearly performance reviews.
- Oversees implementation of the guidelines and policies for volunteers.

D. COMMUNICATION/INFORMATION

- Directs/oversees preparation of Sunday bulletins and other print media.
- Oversees the maintenance of the parish census.

E. GENERAL

- Oversees computer management.
- Attends meetings relative to the role, as necessary.
- Directs purchasing procedures.
- Interacts with school principal on all operations and financial matters, as necessary.

F. COMPETENCIES AND EDUCATION

- Understands and supports mission and purpose of the church and parish.
- Is knowledgeable of the principles of accounting.
- Is knowledgeable of safety and security issues.
- Is knowledgeable of personnel issues, including policies, procedures, selection, benefits, federal and state laws, employee motivation, team building, etc.
- Is knowledgeable of parish policy and guidelines in relationship to diocesan policy and procedure.
- The professional business experience of the candidate(s) is critically important and should be considered as continuing education in situations where a college degree does not exist.