

SACRED HEART PARISH

PERSONNEL POLICIES – JOB DESCRIPTIONS

Position Title: Business Administrator

FLSA: Non-Exempt

Position Summary: This position assists the Pastor with stewardship of the physical, financial, and personnel resources of the parish in accordance with Diocesan policies and guidelines.

Working Relationships: This position reports directly to the Pastor.

Working Conditions: This is a part-time position approximately 20-25 hours per week. Work setting is onsite office.

Principle Activities:

Note: ALL duties require that a high degree of confidentiality be maintained at all times.

1. Maintain accuracy of all financial, personnel and business files and records.
2. Maximize cash management resources.
3. Prepare, administer and review the budget process in collaboration with the Pastor and the Finance Council.
4. Prepare payroll, associated taxes, contributions, and reports.
5. Maintain safe environment records and reporting.
6. Enter accounts payable and process checks.
7. Reconcile all parish and school bank accounts.
8. Prepare financial statements as required and/or requested.
9. In collaboration with the Pastor, establish and implement personnel policies.
10. Assist in parish personnel issues, including hiring, termination, discipline.
11. Coordinate staff benefit offerings.
12. Coordinate parish liability, property insurance and workers' compensation with the Diocesan insurance providers.
13. Provide IT and phone support to the parish and school offices/classrooms.
14. Maintain parish website.
15. Consult with and advise the Pastor and the School Principal on business and administrative matters that affect the parish and the school, including personnel, finance, and facilities.
16. Prepare information for and attend parish Finance Council meetings as scheduled.

Qualifications:

1. Sound working knowledge of accounting principles and practices and payroll processing.
2. Working experience and comfort using various software, i.e. Excel, Word, Google Suites.
3. Ability to learn new software.
4. Ability to maintain confidentiality.
5. Good organizational skills.
6. Ability to prioritize and to be flexible.

Requirements:

1. Demonstrate a high level of trust
2. Be able to exercise discernment and wise judgment
3. 1 year experience in a parish office environment (preferred)
4. Minimum 1-2 years previous accounting/administration experience; Minimum of Associates Degree in Accounting