



BUSINESS MANAGER

INFORMATION PACKET FOR APPLICANTS

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Job Posting | April 29, 2024

BUSINESS MANAGER

St. Pius X Parish in Grandville seeks a professional administrator who is blessed with financial acuity and deeply committed to the values of the Gospel. The Business Manager works closely with the Pastor and parish leadership as the lead steward of the physical, financial, and human resources of the faith community. Candidates will need a degree in accounting or business (or similar formal training), with at least five years of relevant work experience.

St. Pius X Parish includes 900 households in the southwest suburbs of Grand Rapids. Tithing from our parishioners supports a budget of more than \$1 million.

Review of applications will commence immediately and continue until the position is filled.

APPLICATION INSTRUCTIONS

Send the following documents in PDF format via email to frstephen@spxcatholic.org:

1) cover letter; 2) resumé with work history **including salary history**; 3) at least three references.

Please include your last name and "Business Manager" in the subject line.

Alternatively, you may send a hard copy of these documents to:

Rev. Stephen Durkee
St. Pius X Parish
3937 Wilson Ave. SW
Grandville, MI 49418

St. Pius X Parish is a welcoming Roman Catholic family of God
empowered by the Holy Spirit
to grow our relationship with God and with one another
as we learn, pray, worship and serve.

BUSINESS MANAGER

Purpose of this Ministry

The parish Business Manager works closely with the Pastor and parish leadership by serving as the lead administrator of the physical, financial, and human resources of the parish.

As a member of the parish's core team, the Business Manager is a person of faith whose leadership, financial acuity, management skills, and commitment to the gospel inspire the practice of stewardship throughout the community, enabling the parish to advance in its mission and purpose.

Reports to: Pastor

Supervises: Administrative Assistant and Director of Maintenance

Collaborates with: Parish Staff, Finance Council, and diocesan staff

Status: Full-time | Salaried | Exempt

Responsibilities and Tasks

1. Directly accountable for financial function of the parish, ensuring business operations are in compliance with canon and civil laws.
2. Establishes and maintains a responsible cash flow system to serve the ongoing ministries of the parish.
3. Supervises and manages the daily activities of the parish office Administrative Assistant. Provides leadership and sets goals.
4. Manages and provides direction to the Director of Maintenance to ensure parish properties are safe, secure, and well-maintained.
5. Fosters stewardship by providing accurate and timely financial reports to the Pastor, Finance Council, department heads, parishioners, and the Diocese of Grand Rapids, including:
 - Weekly contribution reports
 - Month and year-end financial statements
 - Annual Financial Report to parish and the Diocese of Grand Rapids
6. Leads the process to prepare, administer, and review the annual budget in collaboration with the Pastor, Finance Council, and department heads.
7. Acts as liaison between the parish and the diocese in financial and business matters.
8. Serves the Finance Council by communicating diocesan guidelines and expectations and by ensuring the meeting agendas align with parish goals and priorities.
9. Promotes staff morale by performing Human Resources functions and by supporting the Pastor and department heads in employee relations, including:
 - Administers payroll, maintains staff personnel records, and employee handbook
 - Administers benefit programs
10. Keeps an accurate listing of all parish fixed assets and coordinates prioritization of maintenance and capital needs in keeping with parish goals.

11. Manages information technology by coordinating contracted services to ensure the hardware and software for the computer and telecommunication systems are properly functioning and maintained.
12. Completes other duties as assigned.

Qualifications

1. Undergraduate degree in accounting or business, or similar formal accounting education. At least five years of relevant work experience.
2. Manifest a faith in Jesus Christ that is exemplified in the practice of the Roman Catholic faith and moral character adheres to the values of the Gospel.
3. Appropriate certification, clear criminal background check, and credit history check.
4. Openness and availability to occasionally work evenings and weekends.
5. Intermediate to advanced skill level in computer accounting (General Ledger) applications and Microsoft Office applications.

Demonstrated Abilities and Skills

1. Ability to organize, work independently, set schedules, prioritize tasks, and work within the landscape of a team setting.
2. Expertise in finance, recordkeeping, and property management.
3. Strong communication skills: writing, speaking, and listening.
4. The ability to handle issues with discretion and maintain confidentiality.
5. Empathy and approachability.
6. Attention to detail and a focus on accuracy.