

HOLY NAME OF JESUS PARISH ~ REDLANDS, CA 92373

Director of Business Administration

Exempt, \$64,480 - \$76,960 per year, based on experience

Position Summary:

Under the direction of the Pastor and Director of Parish Life, the Director of Finance and Facilities is responsible for the overseeing of parish finances, & facilities. S(he) supports the Pastor and Director of Parish Life by supervising financial and custodial staff.

Financial Responsibilities:

- Prepares the annual budget for review by the Pastor and guides it through the approval process; oversees the operation of the budget; provides timely reports and information to ensure a fiscally responsible budget year; consults frequently with and advises the Pastor and Principal on financial matters.
- Develops and applying to the budget a depreciation schedule;
- Assists staff persons to prepare their department budgets and administer it;
- Develops data needed for preparation of the parish budget such as depreciation schedules, projected receipts and costs, etc.
- Provides financial analysis for Pastor and Diocese, and parish boards and committees; preparing reports for the bulletin and the annual report to the parish; generating monthly and other reports requested by the Pastor or Diocese.
- Organizes on behalf of the Pastor the parish finance council meetings and attends the parish school finance meeting.
- Performs and/or supervises the accounting and bookkeeping necessary for the Parish, and develops and oversees implementation of financial policies and procedures in accordance with GAAP and Diocesan policy.
- Oversees the in-take and deposit of all monies given to the parish;
- Ensures that internal controls and fraud prevention measures are in place;
- Maintains adequate records for all financial transactions and preparing monthly bank and other reconciliations;
- Oversees management of end of calendar year charitable contribution statements to parishioners;
- Assists parish fund raising organizations to observe policy and procedures and to manage expensing their funds;
- Prepares and pays invoices in a timely manner and managing the cash flow of the parish;
- Prepares for parish audits, reporting results to Pastor and committees, and working with Pastor to remedy deficiencies.
- Prepares and pays quarterly sales & use tax return
- Oversees fundraising by parish ministries to ensure compliance with Diocesan and state guidelines.

- Oversees & collaborates with designated staff on capital campaign and special projects including but not limited to the annual DDF campaign.

Pastoral Services responsibilities:

- Collaborates with the Director of Parish Life for those coming to the parish in need of assistance. Will provide community outreach information and Good Samaritan financial assistance in the form of a gift or loan.
- Oversees record maintenance of parish families, sacrament recording and annual Status Animarum.

Administrative responsibilities:

- Supervises the work of the Finance department staff, and of the maintenance and custodial staff, ensuring the effective functioning of their job responsibilities.
- Assists the Pastor to hire appropriate staff for these duties;
- Reviews and adjusts as needed the job descriptions for this staff;
- Evaluates this staff annually; recommending to the Pastor salary changes or other changes in status for this staff;
- Approves time off for this staff and arranging necessary coverage.
- Ensures compliance for background checks with Live Scan.

Facilities Management responsibilities:

- Oversees all matters relating to the physical property of the Parish, in collaboration with other Parish staff and advisory persons.
- Ensuring that safety and disaster plans are in place and that staff and parishioners understand them;
- Inspects property on a regular schedule and prioritizing maintenance work;
- Oversees parish liability, property insurance, and workers compensation programs in conjunction with the Diocesan insurance programs; manage any claims reporting;
- Generates appropriate bids for projects and guiding the bidding process to approval; Receiving information and/or meeting with vendors as needed;
- Maintains security of keys, files, and records which must be retained;
- Develops and updates an ongoing maintenance schedule for annual or periodic maintenance, and a longer-range plan for major maintenance.
- Maintains a current inventory of parish property.
- Recommends to the Pastor equipment acquisitions needed so that parish ministries and functions have the supplies and equipment to run their programs;
- Oversees all contracted services; periodically review them and/or re-bid them.
- Assists with grant management and its projects (if any).

Personnel Responsibilities:

- Assists the Pastor to comply with Diocesan and legal requirements for hiring, retaining, and terminating personnel and overseeing all benefit programs of the Diocese.
- Ensures that all documentation required is in place before hiring; updating this documentation as needed;
- Ensures that staff is informed of changes in benefits information and open enrollment periods;
- Maintains personnel files including safe environment documentation
- Enters and/or verifies hours into ADP Time Saver payroll
- Oversees all matters related to payroll.
- Receives and verifies all time sheets and submitting data to the payroll agency;
- Verifies hours available for paid time off other leaves;
- Makes necessary changes in PAN's;
- Apprises staff of holiday schedules and other anomalies to the normal work schedule; and any changes affecting payroll.
- Responsible for completing background checks on volunteers.

Human Resource Contact

- Acts as the Human Resource contact at the parish level. Completes all paper work for hiring, termination and changes in employment status.
- Maintains employee files.

Position Requirements:

- Bookkeeping and accounting principles and practices needed to meet Diocesan requirements and demands of the job description; college degree desired and/or five to ten years of business experience.
- Ability to manage, supervise, and delegate.
- Understanding of the Catholic Church and Catholic faith; non-Catholics may be considered.
- Physical stamina and ability to climb stairs.
- Pleasant manner and willingness to engage the public.
- Good communication skills, oral and written. Bi-lingual (Spanish/English) a plus.
- Some evening and weekend work are required.

Please submit resume to Monica Aguilar, Director of Parish Life at maguilar@sbdioocese.org.

Revised October 23, 2023