

Job Title: Operations Manager
Reports To: Pastor
Parish: St. Mary Catholic Church, Plano, IL
Position: Full-time, Benefits, On-site
Salary Range: \$47,500 – \$56,000

The Parish Business Manager assists the Pastor with the stewardship of the physical, financial and personnel resources of the parish, in accordance with diocesan policies and guidelines. The Parish Business Manager works in a parish with a school. This position is full-time benefit eligible.

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. Candidates must support the mission, philosophy, objectives and policies of the Catholic Church and the Diocese of Joliet.

Financial Management:

- Prepares the budget, annual report, interim reports, general ledger, and sub ledgers and other monthly reports. This would include the Tuition Management system, general ledger and decision support tools, payroll, and all other financial tools.
- Handles bank relations to include management of accounts, reconciliations, and problem solving.
- Reviews all contractual agreements in order to advise the Pastor on issues and recommendations.
- Manages accounting functions including but not limited to payables, receivables, and all other parish and school revenue and expenses including payroll.
- Oversees the control over contributions, counters, and maintains parishioner donation records.
- Is the staff liaison to the parish Finance Council preparing the necessary financial reports to the council and facilitating the quarterly review.
- Attends the Parish Council providing financial clarity to those members.
- Facilitates fundraising events, pledge drives, and parish offertory collections and stewardship.

Buildings and Facilities Management:

- Manages major repairs, renovations, and capital projects in accordance with diocesan policies.
- Acts as a liaison to diocesan administrative agencies
- Manages custodial and maintenance functions
- Is responsible for parish security, leasing, rental, use of parish facilities and acts as a liaison to local government agencies.

Personnel Management:

- Implements personnel policies and develops hiring and termination procedures in accordance with diocesan guidelines.
- Administrator of the payroll system for all salary, wages, and benefits.
- Directs the management of the parish office.
- Evaluates the performance of parish staff.
- Oversees implementation of the guidelines and policies of volunteers.

Communication / Information:

- Oversees the maintenance of the parish census.
- Oversees the management of parish operational and financial records.
- Diocese of Joliet "CMAA" updates. Mails collections as needed

- Our Sunday Visitor On-Line Giving - Sets up new managed givers. Updates and assists parishioners with questions. Communicates with parishioners about failed payments.
- Sets up and updates Our Sunday Visitor Envelope system.
- Run reports from PDS Church as needed.

General:

- Oversees information technology with the IT which would include telephone, computers, servers, modems, and other computer hardware and software.
- Attends meetings relative to the role as necessary such as parish staff meetings and diocesan business manager meetings.
- Directs the purchasing procedures.
- Interacts with the school principal on all administrative and financial matters.

Competencies and Education:

- Understands and supports the mission and purpose of the Church, school, and parish.
- Possesses an undergrad degree in accounting or finance, required.
- Is knowledgeable of safety and security issues.
- Is knowledgeable of all personnel and human resource issues.
- Has five years of business or parish-related accounting experience, preferred.
- Ability to work collaboratively with diverse groups and individuals.
- Good understanding of computer software, namely Microsoft Office, accounting software, FACTS tuition management, QuickBooks, payroll systems, and parish contribution data systems.

Physical Demands¹

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms. Physically able to perform the duties as assigned, including the ability to lift 20-30 pounds if needed. Ability to stand, sit, or walk for extended periods of time. Occasional evening and weekend work, flexibility to adjust to other department/business needs.

Please email cover letter, resume and references to stm@saintmaryplano.com and include the position title in the email subject line.

¹This document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.