Parish Business Manager

Our Lady of Victory National Shrine and Basilica is hiring a Full-Time Parish Business Manager. The Parish Business Manager under the general oversight of the Pastor, directs administration (office, facilities, and business functions) for the parish, the Shrine and Shrine Gift shop, and the Elementary School.

Business functions include financial accounting and reporting, human resources, contractual matters, risk management, and other general business matters.

The Parish Business Manager's Essential Job Functions include:

Human Resources:

- Supervises parish lay staff (inclusive of Rectory and Shrine staff and Shrine Gift shop staff) in execution of their responsibilities, monitors workflow and ensures operations are conducted efficiently in collaboration with the pastor. Recommends personnel actions, including performance and salary evaluations, to the Pastor as appropriate.
- Participate in the selection process of new hires.
- Reviews and approves time records and administers personnel policies.
- Acts as the Human Resource Manager for the lay staff for all areas, inclusive of the elementary school.
- Ensures that all Diocesan benefit plans are communicated and provided to all parish and elementary school staff.
- Constantly maintains high professional standards at work with regard to personal behavior and interactions with other staff, individuals, and outside organizations.
- Provides for staff development and training, including orientation, in-service training, and use of internal and external resources for training.
- Provides consultation, supervision, and instruction to staff through individual and staff meetings in order to assist staff in development of skills.

Finance and Budgeting:

- Provides oversight to the Accounting Assistant, and ensures internal controls are in place and that all accounting is maintained on a timely and accurate basis.
- Ensures parish and elementary school financial records are maintained accurately within the PDS software system.
- Oversight of Parish and School organizations finances.
- Issues interim and year-end financial statements, inclusive of balance sheets, profit and loss statements and reports that compare budget to actual, explaining all variances.
- Prepares annual operating budgets for the parish as well as for the elementary school in a timely fashion to present to the Pastor and Finance Council for review and approval.
- Ensures appropriate inventory controls are maintained over parish assets. Reconcile accountant investment accounts monthly. Process transfers of operating and investment funds as approved by the Pastor and Finance Council.
- Prepares annual reports to the Diocese for the parish as well as the elementary school.

- Manages insurance program for parish, ensuring appropriate property and casualty coverage is accessed through the Diocese.
- Analyze financial data. Perform account analysis and reconciliations of balance sheet accounts and all subsidiary ledgers at the end of each month.
- Review/audits accounting and operational records to ensure accuracy of information and examines supporting documentation to establish proper authorization and conformity with agreements, contracts, and applicable federal regulations.
- Maintain Parish files and records, including but not limited to: fixed asset inventories, leases, grants, contracts, insurance, closing statements, environmental modifications and other agreements.
- Oversee all aspects of weekly counting procedures.
- Supervise Accounts Payable function, including review of invoices and creation of semi-weekly disbursements.

Office Administration and Records:

- Oversees parish and elementary school fundraising events. Ensures committees engaged and focused on annual targets. Assist in fundraising efforts with OLV Homes of Charity.
- Oversees purchasing of office supplies, furniture and equipment for parish and elementary school. Manages vendor relations.
- Reviews contracts and recommends approval to Pastor; follows up with the Diocese to ensure contracts are properly executed.
- Works with Our Lady of Victory Homes of Charity IT Director to ensure the parish and elementary school IT needs are met,(i.e. that the parish and school have adequate equipment, software, networking tools and effective security of data and information systems).
- Oversees compliance with any Diocesan reporting requirements.
- Collaborate with internal Parish and School Organizations.

Facilities:

- In collaboration with the Pastor and the Diocesan Engineer, Mike Sullivan, develop and recommend plans for improvements to Shrine physical plant and operations, particularly for restoration purposes.
- Develops plans in conjunction with the Our Lady of Victory Homes of Charity Facilities Director for the utilization of and ongoing normal maintenance and upkeep of the facilities within the Parish, Shrine, and Elementary School.
- Ensures Shrine is maintained in such a manner to ensure historical significance respected and not negatively impacted.
- Ensure the physical security program is in place for the parish and especially the Shrine through collaboration with the Securities Director of Our Lady of Victory Homes of Charity.

Required and Preferred Education and/or Experience:

Qualified candidates will be a Practicing Catholic who possesses the following:

5-7 years of management or parish experience

Bachelor's degree or equivalent, Master's degree preferred

Mastery level of office computer software. Comfortable with all modern office technology.

Prior experience with budgeting, planning and conflict resolution

Strong attention to detail

Ability to manage multiple priorities

Ability to maintain confidentiality is essential

Excellent organization, planning and time management skills

Ability to work flexible hours as needed

Work Schedule:

Typically 8:30 am-4:30 pm Monday through Friday, overtime as needed.

Exempt Position

For Consideration please submit resume and cover letter to OurLadyofVictoryHR@gmail.com