

**THE DIOCESE OF COLORADO SPRINGS  
AVE MARIA CATHOLIC PARISH AND SCHOOL  
JOB DESCRIPTION**

<b>This document was last reviewed on 12/2/2020</b>
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**Job Title:** Business/Accounting Manager (AM Parish & School)

**Reports To:** Pastor @ Ave Maria Catholic Church, Principal of Ave Maria Catholic School

**Department:** Administration

**Full Performance Period:** 1 year      **Eligible for Overtime:** No

**Supervisory:** Employees: yes   Unpaid Staff: yes   Volunteers: yes   Contract Workers: yes   Boards: yes

**Job Titles Supervised:** Bookkeeper, Ave Maria Receptionist, and Systems Administrator (IT)

**Job Titles Co-Supervised:** Communications Director, Facility Manager

**General Purpose:** to assist the Pastor and Principal in the daily administration of the parish and school business functions, including financial management and reporting, accounting, contract administration, office equipment requirements, voice/data systems, plant management, and human resource policies and procedures.

**Essential Duties and Responsibilities (for each business entity unless otherwise noted):**

**Financial**

- Oversee accounting function for Ave Maria Catholic Church and School.
- Provide financial information to the Pastor and Finance Council for analysis of income and expenses. Assist the Pastor and Councils to understand the finances to help enact the mission and priorities.
- Direct the annual budgeting process in collaboration with the Parish Staff, Finance Councils and Volunteers. Alert the Pastor and Principal of significant deviations from the budget

**Accounting**

- Maintain appropriate files for accounts payable, fixed assets, payroll and general ledger for parish funds.
- Maintain good working relationships with our various vendors and service providers. Periodically reevaluate our agreements and provide vendors with documented feedback when problems occur.
- Oversee the overall accounting functions.
- Facilitate the annual fiscal reviews for Ave Maria Catholic Church and School and guide the response to the management letter.
- Maintain, develop, implement and communicate Standard Operating Procedures (SOP's), in accordance with diocesan norms, for all financial practices and procedures.
- Direct the Offertory process: recruit, train, schedule, and manage counting teams; generate offertory analysis and contributor profile reports.
- Review and balance generated expense reports following major fundraising events.
- Present accurate financial information and send required reports to the diocese and finance council.
- Cooperate with the Communications Director to prepare quarterly financial disclosures to the parish.
- Provide internal financial controls including monitoring of bank accounts, bills and other financial documentation.
- Ensure necessary advice and consent are sought from the finance and parish councils. Keep record of those meetings.

**Administrative**

- Oversee operation of parish data and communications systems, telephone & computer, in addition to printing and postage equipment.
- Attend finance council meetings for each parish and school.
- Direct daily operations of the Parish office.
- In collaboration with the Systems Administrator, oversee maintenance and updating of associated computer software and hardware for Parish and School.

**Facilities**

- Ensure that Ave Maria campus is in compliance with county and state regulations including, but no limited to, safety inspections, zoning and building codes, health department mandates, etc.

- Liaison with Catholic Mutual and internally oversees our risk management.
- Oversee the purchase of capital expenditures.
- Parish staff liaison with owner representative, Architect and Builder during construction projects.
- Follow construction guidelines from the Diocese of Colorado Springs on all major construction projects.

**Human Resources**

- Keep employee files.
- Assist with hiring and onboarding new employees.
- Oversee payroll and other forms of compensation. Administer employee benefits programs. Act as point of contact for employee questions regarding salary and benefits.
- Ensure compliance with labor laws.
- Maintain current Parish Employee Personnel Policy Manuals.
- Maintain data in the MyEnroll (BAS) System: Employee data, benefits, compliance and pension.
- Conduct annual performance reviews with subordinates.

*This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.*

**Job Description For Business /Accounting Manager (AM Parish & School) (cont'd)**

**Decision-making and Supervisory Responsibility:**

	Supervised Positions	Offertory Counters	Volunteers
HIRING	R	R	R
ASSIGNING/SCHEDULING WORK	F	F	F
MONITORING/CONTROLLING WORK	F	F	F
DISCIPLINE	F	F	F
PERFORMANCE EVALUATION	F	N/A	R
SALARY RECOMMENDATIONS	R	N/A	N/A
DISMISSAL	R	R	R
BUDGET RESPONSIBILITY	Facilitates annual budgeting process and authorizes PO's for administration		
PROPERTY RESPONSIBILITY	Responsible for the appropriate stewardship of all parish resources, including capital expenditures		
CONFIDENTIAL INFORMATION	Responsible for the security of highly confidential information		

I indicates Input only

R indicates responsibility for Recommending a course of action requiring one other approval

F indicates responsibility for the Final Decision

**Minimum Requirements:**

**Education:** Bachelor's degree in Business Administration, Accounting, Pastoral Ministry or related field. Equivalent experience will be considered.

**Experience:** Three to five years experience in business preferred. Experience in the non-profit sectors a plus. Advanced computer skills, knowledge of accounting, and 3-5 years of management experience required.

**Or other background demonstrating application of the following knowledge, skills, and abilities:**

- Knowledge/understanding of the Catholic Church, its mission and structures.
- Knowledge of financial management/reporting systems.
- Knowledge of accounting and GAAP.
- Ability to organize and prioritize many concurrent tasks.
- Management skills: organizational development, time/volunteer management, administration, budgeting and small group facilitation.
- Excellent written and verbal skills.
- Knowledge of personnel policies and procedures.
- Ability to implement staff leadership and team building programs.
- A commitment to ongoing professional development is essential.
- Ability to present detailed financial information to non-financial individuals and groups.

**Physical Requirements of this position include:**

*FREQUENCY OF REQUIRED EXPOSURE/USE*

<b>WORK ENVIRONMENT</b>	SELDOM	OCCASIONAL	FREQ.
COLD (50 F or less)	X		
HEAT (90 F or less)	X		
HUMIDITY		X	
HEIGHTS	X		
NOISE		X	
VDT/CRT USE			X
DRIVING			X
STANDING		X	
SITTING		X	
WALKING		X	
BENDING		X	
WORK WITH OTHERS			X
REPETITIVE MOTION		X	
<b>OPERATING MACHINERY</b>			
COPIER		X	
TYPEWRITER	X		
TELEPHONE			X
FACSIMILE (FAX)		X	
10-KEY	X		
CALCULATOR		X	
COMPUTER			X
MOUSE			X
PRINTER			X

*FREQUENCY OF REQUIRED EXPOSURE/USE*

<b>OTHER</b>	SELDOM	OCCASIONAL	FREQ.
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far		X	
COLOR DISCRIMIN.			X
HEARING			X
SPEECH			X
OTHER			
TRAVEL:			
LOCAL			X
NATIONAL	X		
INTERNATIONAL	X		

This position requires significant travel to parishes, retreat and meeting centers and out of town for meetings or professional development.

**MOVING EQUIPMENT AND SUPPLIES**

	SELDOM	OCCASIONAL	FREQ.
LIGHT (Under 5 lbs.)		X	
MODERATE (5-20 lbs.)	X		
HEAVY (Over 20 lbs.)	X		

**DESCRIPTION OF MOVEMENT**

	SELDOM	OCCASIONAL	FREQ.
LIFT/LOWER		X	
CARRY		X	
PUSH/PULL		X	
REACH ABOVE		X	