



Business Manager at St. Boniface Church
POSITION DESCRIPTION

JOB CLASSIFICATION: Exempt

REPORTS TO: Parish Pastor

SALARY RANGE: \$68,640 - \$78,500

POSITION SUMMARY:

The position of Parish Business Manager, reporting directly to the Pastor, requires management and oversight of all financial and management activities of the parish, including budgeting, forecasting, payroll/human resources, financial reporting, accounting functions and property management and maintenance. The Business Manager assists the Pastor with the stewardship of the physical, financial and personnel resources of the parish. Primary areas of responsibility include but are not limited to: office and property management; human resources; accounting and finance. This role interacts regularly with diocesan offices (e.g., Finance, Audit, Risk Management, Human Resources, Construction and Property Management), parish advisory councils, banking personnel, and the public. This position requires sound financial management skills, attention to detail, and discretion in handling operational challenges and confidential matters.

The St. Boniface Parish Business Manager performs all duties and responsibilities in alignment with the mission, vision and values of the Roman Catholic Diocese of Orange.

ESSENTIAL FUNCTIONS: Because all St. Boniface Church employees represent the Roman Catholic Church, they are expected to conduct themselves according to the goals and mission of the Church in performing their work.

Financial Management & Reporting

- Maintain accurate financial records in compliance with diocesan policies and procedures.
- Prepare and manage budgets; provide monthly financial statements and forecasts.
- Ensure internal control compliance for payments, cash handling, and financial transactions.
- Reconcile general ledger accounts monthly and post adjusting journal entries.
- Review and process vendor invoices, ensuring proper documentation, authorization, and account coding.
- Process and reconcile accounts payable/receivable, tuition collections, and payments.
- Administer and manage accounting software, including FACTS and QuickBooks.
- Provide reports and information for external audits and annual compliance reviews.



Payroll & Human Resources

- Process payroll, including data collection, calculation, and entry, ensuring compliance with diocesan policies.
- Resolve payroll discrepancies and assist site managers with payroll-related inquiries.
- Support human resource management, including compliance with employment practices and policies.
- Assist with personnel recordkeeping and processing of new hires into payroll, health plan and other benefits.
- Work with RCBO Offices of Human Resources and Finance to ensure that appropriate documentation is maintained in payroll, accounting and personnel files. Secure and maintain personnel and financial records according to federal, state, and any other applicable regulations.
- Implement personnel policies in accordance with the RCBO guidelines regarding hiring and termination, job descriptions, personnel evaluations, etc.
- Evaluate support staff through yearly performance reviews.
- Oversee implementation of guidelines and policies for volunteers.

Administrative Support

- Assist with system software needs and diocesan administrative tasks.
- Oversee financial aid application evaluations and delinquency management.
- Support promotional and outreach activities of communities, groups, and parishes.
- Attend pastoral, parish, and board meetings as required.

Operational Oversight

- Supervise and support office staff (e.g., business, relationship, and office managers), accounting personnel, and maintenance teams.
- Manage vendor relationships, including processing annual 1099 forms.
- Coordinate weekly collection counts and oversee volunteer participation
- Responsible for the implementation of and execution of various Risk Management policies programs, including Worker's Compensation.
- Responsible for working with the maintenance company/personnel.
- Coordinate all proposals of work on the church property.
- Manage parish maintenance and/or other operations of the facilities.
- Oversee the operation of the annual "Fiesta with Friends" and other parish events.

Other Responsibilities

- Provide training and facilitate group presentations for staff on financial and operational processes.
- Analyze and evaluate operational efficiency, making recommendations for improvement.
- Perform additional duties as assigned.



QUALIFICATIONS & EXPERIENCE:

- Bachelor's Degree in Business Administration, Accounting, or Finance preferred.
- 3-5 years of business-finance work experience.
- Bi-lingual (English/Spanish)
- Supervision, leadership, and good communication skills.
- Understanding of physical and fiscal planning/management, accounting, and payroll functions.
- Track record of academic and professional excellence.
- Ability to learn and administer parish operating software (e.g., QuickBooks, Aplos, Microsoft Office products, FACTS).
- Experience in basic human resource management practices.
- Facilitate group presentations and training of staff.
- Understanding of Catholic social teaching and its application to parish operations.

Physical Requirements/Work Environment

To perform duties of the job, the employee may on a regular basis be required to walk the property; to stand, sit, talk, hear/listen, reach, stoop, kneel and use hands and fingers to operate a computer, keyboard and other office equipment. Close vision requirements apply due to the nature of computer work.

WORK ENVIRONMENT:

Typical Working Conditions:	Office environment
Equipment Used:	Basic computer equipment, keyboard, mouse, telephone, copier, facsimile, calculator and paper shredder.
Essential Physical Tasks:	Verbal communication, movement around office, remain stationary, reach, and occasionally carry materials as needed weighing up to 30 lbs.