

**Title:** Business Manager                      **Location:** Cathedral of Saint Mary of the Assumption

**Reports To:** Pastor                              **FLSA Status:** Exempt

### **POSITION SUMMARY**

The Cathedral Business Manager serves as a key resource in support of the pastor, fulfilling Cathedral administrative needs in managing finances, overseeing buildings, grounds, property maintenance and personnel. Generally works independently while advising the Pastor and collaborating with the Chancery offices. Is responsible for developing and managing to the annual operating and capital budgets.

### **ESSENTIAL FUNCTIONS & RESPONSIBILITIES**

- Responsible for managing the operations (including the event center and gift shop) and central offices of the Cathedral.
- Maintaining an internal control system to safeguard Cathedral assets and ensure the efficient stewardship of Cathedral resources.
- Maintain an accurate record keeping and reporting system for all Cathedral documents.
- Prepare quarterly and year-end reports on operations and finances for the Cathedral.
- Prepare and present financial and operational performance and plans to the Pastoral council and Finance council of the Cathedral
- Develop and update a three-five year Capital improvement and maintenance plans for the Cathedral. These should be prepared in collaboration with the Archdiocesan Real Property Support Corporation (RPSC), Pastor and Moderator of the Curia
- Receives and reviews monthly financial statements of year-to-date expenditures, revenues and capital expenditures compared to budget.
- Responsible for the control and reporting of the collection, counting, recording and depositing of Cathedral revenue from all sources.
- In conjunction with the Chancery, administers a cash flow management system with purchasing and payment schedules clearly defined; responsible for all vendor relationships.
- Manages a team of 5
- Supervises or directs the maintenance of Cathedral membership and sacramental records.
- Oversee Gift Shop inventory management and purchasing
- Manage IT support including network and desk-top applications
- Attend Archdiocesan meetings where appropriate for training and development.
- Administers archdiocesan salary, hiring and benefit policies as directed by the pastor in coordination with the Archdiocesan Human Resources Department.
- Supervises the Maintenance Manager and manages major repairs or new construction.

- Maintain the premises in good operating order and anticipate needed repairs and replacements.
- Negotiates contracts with suppliers and construction firms; coordinates efforts with the (RPSC) with Archdiocesan Finance Department.
- Oversees use of facilities ensuring all liability and maintenance needs are coordinated.
- Manage Security Specialist and coordinate site security activities with Chancery Security office.

## **SKILLS AND KNOWLEDGE**

To perform the job successfully, an individual should demonstrate the following competencies:

- Develops project plans; coordinates projects; communicates changes and progress; manages project team activities.
- Communicates (written and spoken) clearly and persuasively in positive or negative situations; demonstrates group presentation skills; organizes and participates in meetings.
- Includes staff in planning, decision-making, facilitating and process improvement; takes responsibility for subordinates' activities; provides regular performance feedback; develops subordinates' skills and encourages growth; improves processes and services.
- Displays willingness to make timely decisions; exhibits sound judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making.

## **QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Bachelor's degree; two to five years related experience and/or training; or equivalent combination of education and experience.
- Must be a practicing Roman Catholic who upholds and understands the teaching and traditions of the Catholic Church.
- Ability to read, analyze, and interpret financial statements, general business periodicals or governmental regulations.
- At least three years of management experience and strong knowledge of finance and budgeting
- To perform this job successfully, an individual should have knowledge of MS Word, Excel and Outlook. Proficiency with QuickBooks Desktop and On-line software

## **WORK ENVIRONMENT & PHYSICAL DEMANDS**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will occasionally lift and/or move up to 20 pounds. While performing the duties of this job, the employee is required to stand, walk, stoop, talk, reach, sit, hear, handle and perform repetitive motions of the hands/wrists and feet.