

Our Mother of Consolation Parish in Chestnut Hill is seeking a fulltime Business Manager.

Required Skills and Abilities:

- o Strong background in accounting and financial management, including proficiency in QuickBooks, FACTS, and Microsoft Office Suite.
- o Experience with payroll processing, tax filings, and employee benefits management.
- o Ability to work effectively with parish staff, school leadership, and parishioners.
- o Excellent organizational, communication, and interpersonal skills.
- o Ability to manage sensitive and confidential information with discretion.
- o Strong critical thinking skills and ability to think strategically.
- o Knowledge of Archdiocesan policies and procedures is preferred.

Education and Experience:

- o Bachelor's degree in business, accounting, or related field.
- o Minimum of 5-8 years of experience in business management or accounting, with at least 3 years of supervisory experience.
- o Experience in a parish or school environment is highly preferred.

Work Schedule:

- o Full-time position with flexible hours, including occasional evenings or weekends to support parish and school activities.

Physical Requirements:

- o Ability to lift up to 25 lbs. and perform tasks related to office and facilities management.

This comprehensive role combines strategic financial oversight with operational leadership, requiring a proactive, organized, and experienced individual who can manage multiple tasks and collaborate with various stakeholders to ensure the parish and school's success.

Please send resumes and letters of recommendation to:

Fr. John Fisher, OSFS
9. E. Chestnut Hill Ave
Phila., PA. 19118
Omcparish.com
(215) 247-0430

Job Description: Parish Business Manager, Full-time

Position Overview: The Parish Business Manager is a full-time role responsible for overseeing the financial and operational functions of the parish and school, ensuring the effective and efficient management of resources in line with Archdiocesan policies and procedures. The manager will provide guidance and support to the Pastor, Principal, and various parish organizations, helping to maintain the financial health and operations of the parish and school.

Supervision: Reports to Pastor

- Works closely with: School Principal, Finance Council, Facilities Director, Parish Organizations, and other parish staff.

Essential Responsibilities:

1. Financial Management:

- Oversee all aspects of parish and school financial operations, including accounting, payroll, and financial reporting.
- Prepare monthly, quarterly, and annual financial statements for review by the Pastor/Principal and the Parish/School Finance Council.
- Supervise the preparation and monitoring of the annual operating budget and ensure its alignment with parish and school goals.
- Manage and reconcile all parish and school bank accounts and ensure funds are securely maintained in interest-bearing accounts.
- Review invoices, checks, and contracts, ensuring all payments are accurate, timely, and approved.
- Manage parish collections, including Sunday offerings, special collections (e.g., Christmas, Easter), and school-related income (e.g., tuition, fundraising).
- Supervise payroll processing, including bi-weekly timesheets, pension reports, and required tax filings.

3. Financial Internal Control:

- Develop and monitor internal controls for financial processes, ensuring compliance with Archdiocesan policies and safeguarding parish resources.
- Review and approve all long- and short-term contracts and ensure compliance with applicable policies and procedures.
- Manage financial data security and ensure the confidentiality of sensitive information.

4. Personnel Management:

- Oversee the maintenance of personnel files for all employees, ensuring compliance with federal, state, and Archdiocesan regulations.

- Supervise the hiring and termination of parish/school staff, ensuring adherence to policies regarding employee benefits and payroll, as well as monitor PTO policy.
 - Conduct employee benefit enrollments and terminations, ensuring accuracy and compliance with Archdiocesan policies.
 - Ensure safe environment compliance and other necessary HR-related tasks.
5. Facilities Management:
- Oversee the maintenance and upkeep of parish and school facilities, ensuring safe, clean, and functional environments.
 - Supervise facilities-related contracts, including inspections, repairs, and capital improvements.
 - Ensure compliance with health, safety, and insurance regulations for all parish events and facilities use.
6. Support for Parish and School Organizations:
- Provide financial oversight and support to parish and school organizations,
 - Monitor fundraising efforts and ensure compliance with legal and Archdiocesan guidelines.
 - Assist with preparation for special parish events, including obtaining necessary permits, licenses, and insurance.
7. Technology and Security Management:
- Oversee the maintenance and management of technology systems, ensuring equipment is functional and up to date.
 - Manage relationships with technology vendors and oversee system security, including parish data protection.
8. Reporting and Compliance:
- Prepare reports for the Pastor, Finance Council, and Archdiocese, including annual financial statements, budget analysis, and collection updates.
 - Ensure compliance with all Archdiocesan policies and reporting requirements, including tax filings, payroll reports, and financial disclosures.
 - Assist the Pastor in responding to any audits, assessments, or Archdiocesan reviews.

