

Job Description

Parish: St. Edward Catholic Church (Texarkana, AR)

Title: Parish Manager

FLSA Status: Exempt

Supervisor: Pastor

Job Summary: Position provides leadership, technical support and counsel to Pastor, ministry leaders, church staff and parishioners in areas that include: finance and procurement, human resources, communications and facilities management, and ensures compliance with diocesan and parish policy and federal and state laws in accomplishment of duties. Position supervises church staff that includes administrative, financial and custodial personnel, musicians, and maintenance employees to support parish development and strategic planning.

Essential Functions:

Financial:

- Prepare church and school financial reports, annual budgets and monthly financial statements for review by Pastor and Finance Council, along with an analysis of significant items occurring and variances from budgeted amounts.
- Advise Church Finance and Parish Councils on a regular basis about operating results, coordinate finance related meetings and prepare meeting materials.
- Prepare and timely submit all required diocesan financial reports, respond to diocesan information requests as directed by the Pastor, and ensure records are kept in compliance with diocesan and general accounting principal guidelines.
- Ensure daily performance of parish accounts receivable and accounts payable functions which includes managing and recording daily contributions and approving all parish expenditures.
- Maintain parish charts of accounts structures, and advise parish organizations on financial procedures and controls.
- Oversee monthly parish bank reconciliations and ensure supervision of volunteers who count collection money.
- Manage process for balance of parish credit card transactions.
- As directed by the pastor, prepare salary and hourly wage rates for church employees and supervise payroll function.
- Ensure preparation and timely mailing of year-end tax statements in accordance with IRS guidelines for all parishioners, clergy, employees, contractors and vendors.
- Participate in CASA grant request process.
- Implement and monitor purchasing practices resulting in procurement of quality goods and services.
- Assist Pastor with annual and special parish appeals and fundraising including preparation of letters, pledge cards and follow-up communications and coordinating financial tracking and publicity.

Human Resources and Communications:

- Timely and accurately respond to parishioner inquiries and inform and consult with Pastor as required.
- Supervise church staff and volunteers and manage human resources functions that include recruitment and selection, training, development and coaching, compensation and benefits, job description preparation and employee classification, performance management, legal compliance and HRIS.
- Investigate, document and resolve allegations of inappropriate conduct, including but not limited to abuse, and as directed by the Pastor.
- Present orientation information and ensure legal and diocese required document completion for new parish employees.
- Properly maintain and ensure confidentiality of parish personnel and benefit files in compliance with legal and diocesan requirements.
- Oversee safe environment training and background check requirements for staff and volunteers in strict compliance with church and legal requirements.
- Champion injury elimination for parish and school employees and ensure compliance with Arkansas Workers' Compensation statute and all other required employment laws.
- Maintain accountability for weekly bulletin and other church publication accuracy, content and appearance.
- Manage parish website/facebook page and ensure respect of parishioner and employee privacy in terms of information disclosure and photo publishing.
- Oversee parish computer networks and websites, coordinate with contract vendors for repairs and service, administer telecommunications and voice mail systems and authorize purchases and equipment repairs as directed by Pastor.

Facilities and Property:

- Coordinate parish liability and property insurance with diocesan risk management staff and compile and maintain records for required periodical inspections in areas that include but are not limited to: backflow, fire alarms and suppression systems.
- Provide daily direction for custodian and maintenance employees, develop and direct planned and preventive maintenance programs, and prepare plan and budget for capital equipment purchases.
- Negotiate and review all maintenance agreements and maintain equipment warranty records.
- Manage church facility rental process including fee schedules, policies and contracts.
- Maintain accountability for properly maintained church grounds, buildings and facilities.
- Maintain confidentiality of all matters that require it.
- Perform other duties as assigned by Pastor.

Qualifications:

- Catholic actively involved in Parish.
- Bachelor of Science degree in accounting or finance.
- Master's level credentials and/or CPA preferred.
- Strong interpersonal skills to interact professionally and effectively with a diverse audience.
- Experience managing compensation processes and supervising a staff.

- Knowledge of legal requirements in areas of employment and finance.
- Skills to manage multiple projects.
- Strong verbal and written communication skills.
- Excellent computer skills and ability to effectively use finance software and Microsoft Office programs.
- Solid understanding of Church Safe Environment requirements and diocesan requirements in areas of finance, human resources and insurance.
- Knowledge of liability and property insurance requirements.

Working Conditions:

- Office environment.
- Ability to walk and visually inspect grounds and facilities.
- Scheduled for 30 hours per week with physical presence in the office
- Occasional travel required.
- Flexibility to attend weekend and evening meetings.