

## ST. CLARE PARISH



**POSITION TITLE:** Parish Business Manager

**Opening Date:** June 18, 2025

**Closing Date:** Open Until Filled

**Location of Job:** St. Clare Parish

**Location Address:** 8535 SW 19<sup>th</sup> Ave, Portland, OR 97219

**Position:** Full-time, exempt, benefits eligible.

**Position Summary:** Assists the Pastor in the prudent stewardship of the Parish's personnel, financial and capital resources. Ensures the effectiveness of operations, informing and advising the Pastor, department heads and various parish councils and committees as needed. Oversees all accounting procedures and personnel matters for church, school and preschool. This position is part of the core management team that supports the Pastor and ensures that the pastoral and administrative needs of the Parish are sustained.

### **Primary Responsibilities:**

#### **Financial Responsibilities:**

- Does all required church bookkeeping, including accounts payable and cash receipts.
- Inputs year-end Archdiocesan financial reports for the entire parish organization.
- Reconciles all church bank statements and appropriate balance sheet accounts.
- Administers a cash flow management system with payment schedules clearly defined.
- Prepares, administers and reviews the budget process in collaboration with the Administrative, School and Preschool Councils and the Pastor. Assists the Administrative Council in presenting the budget to the Pastoral Council.
- Monitors the collection, counting, recording (including PDS posting) and depositing of parish revenue from all sources.
- Responsible for monitoring and implementing internal controls.
- Assists in the planning of financial stewardship and long-range planning efforts.

- Prepares and processes ADP payroll for all parish staff and ensures that records and reports are accurate, including year-end W2 processing.
- Prepares archdiocesan and government reports in a timely manner.
- Invoices school and preschool monthly for the reimbursable expenses.
- Performs other work-related duties as needed.
- Processes the In Parish Tuition Petition Forms.

### **Administrative Responsibilities:**

- Directs the operation of the parish offices and supervises clerical staff.
- Oversees the work of volunteers in the business office
- Administers the employee benefits plans and serves as local resource person for employees with questions about these plans.
- Responsible for understanding and maintaining archdiocesan policies, procedures, and guidelines.
- Serves as the parish contact with financial institutions and the Archdiocese.
- Oversees the management of parish records.
- Administers computer systems and software.
- Coordinates parish liability, property insurance, and workers' compensation in collaboration with Archdiocesan insurance programs. Coordinates and prepares parish response to liabilities and legal concerns in collaboration with Archdiocesan offices as appropriate. Assists school and preschool as needed.
- Assists with hiring and selection of personnel, monitors parish salary scales and handles employee relations issues as directed by the Pastor. Consults with appropriate parish/Archdiocesan resources to ensure personnel actions are appropriate and consistent with Archdiocesan personnel guidelines.
- Oversees and directs the development activities of the church, including marketing, public relations, communications, grant writing, fundraising and stewardship.

### **Facilities/Property Management Responsibilities:**

- Supervises the maintenance staff and oversees major repairs, improvements or construction in collaboration with the Administrative Council or other designated council or group.
- Solicits and reviews bids/quotes and negotiates contracts.
- Establishes and monitors preventive maintenance programs for all properties.
- Maintains security of parish property (keys, files, etc.).

### **Other:**

- Maintains good working relations and effective communication with the parish community, various groups, and outside authorities. Consults with and

advises Pastor, Principal, and Preschool Director on business and administrative matters that affect the parish or their organization.

- Participates in parish and archdiocesan programs and activities as directed by the Pastor. Attends staff, archdiocesan and council meetings as required.
- Other duties as assigned.
- Maintains a strict level of confidentiality on all matters relating to all parish business.

### **Job Scope:**

Position encounters frequent new and varied work situations with a high degree of complexity. Some formal policies and procedures exist to govern work; incumbent will develop parish office structure, including policies and procedures. Position operates independently with minimal supervision.

### **Communication/Client Contact:**

Contacts are made with others both inside and outside the organization, either by telephone, email or in person. Contacts frequently contain confidential/sensitive matters necessitating discretion at all times. Contacts are made by both supervisor's request and on the employee's own initiative.

### **Required Knowledge, Skills, and Abilities:**

- Excellent verbal and written communication skills.
- Individual must also be able to be creative, use independent judgment and take action to solve problems.
- Function as a team member and handle presentations.
- Service orientation, organizational and public relations skills, and ability to negotiate are important.
- Position requires highly developed interpersonal skills and ability to maintain confidentiality.
- Knowledge of required accounting procedures for parishes and schools.
- PC software, calculator and all basic office equipment is required, including experience with spreadsheet, word processing, accounting and report writing software.
- Knowledge of business software and ability to frequently perform advanced math and basic programming.

### **Minimum Qualifications:**

- B.A./B.S. degree specializing in Accounting or Business Administration is preferred, along with five years' financial, accounting, office management, human resources and facilities management experience.
- Accounting experience must include budget preparation, payroll, and data entry/management with double entry accounting system.
- Previous supervisory experience required.

- Experience with QuickBooks Pro, MS Office Pro and Our Sunday Visitor Church Management program preferred.
- Practicing Catholic preferred.
- Valid driver's license required.

**Physical Demands:**

While performing the duties of this job, the employee is required to stand, walk, stoop, talk, reach, sit, climb, finger, hear, handle and use repetitive motion of the hands/wrists. Lifts and moves items up to 30 pounds.

**Job Condition:**

Work is performed in an office setting, under continual, tight deadlines. Employee may be required to attend an occasional evening meeting and do extensive close computer work, as well as sit for long periods of time.

**Supervises:**

Administrative Assistant and Maintenance Supervisor. Assists in the supervision of summer maintenance help.

Please submit your resume and cover letter to contact Fr. Don Gutmann at **[frdon@saintclarechurch.org](mailto:frdon@saintclarechurch.org)** or 503-244-1037.