

# St. Mary's of the Lake

## Job Description

Job Title: Parish Business Manager

Reports to: The Pastor

**SUMMARY:** Administrator in support of the Pastor's responsibilities to the parish. Responsible for the efficient and effective administration of the financial, physical plant and human resources of St. Mary's of the Parish and St. Mary's Cemetery. Responsibilities cover: planning, staff supervision, facility management, technology, legal concerns, communications, purchasing, stewardship/development and working with volunteers.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** includes the following and other duties may be assigned.

Maintain accuracy of all financial files and resources and establish a responsible cash flow management system for St. Mary's of the Lake Parish and St. Mary's Cemetery.

Act as liaison between the parish and the Diocese in financial matters.

In addition to the immediate parish funds, maintains, oversees and monitors the funds for the Human Development Committee, Skaneateles Clergy Association and annual CROPWALK.

Prepare and post the bi-weekly payroll. Issue thank you letters for gifts over \$250.

Administer employee benefit programs.

Maintain accurate personnel files.

Monitor electronic giving and complete annual compliance review.

Work closely with the office and maintenance staff.

Oversee the management of the parish office and the parish records.

Coordinate parish liability and property insurance, worker's compensation with the Diocese general insurance program.

Attend Business Administrator's meetings semi-annually.

Maintain an accurate parish census, Catholic Sun subscription list and HOPE Appeal list.

Coordinate and oversee the annual Diocesan HOPE Appeal.

### **St. Mary's Cemetery:**

Work closely with Cemetery sexton for a smooth operation

Sell and maintain accurate records of sale

Locate a burial site and make necessary contacts to make it happen

Record the burial

If required, prepare necessary paper work (second burial form, Grave authorization form, etc.)

Review all monument requests for size and design per Cemetery rules and regulations

Issue invoices and pay bills accordingly

Continuous update of Cemetery data base

Prepare annual financial report