

**Position Title:** Business Manager

**Position Description:** Our Lady of Grace Catholic Church in Indian Land, SC is seeking a faithful, highly organized, and professional Parish Business Manager to oversee the temporal stewardship of our parish community. Reporting directly to the Pastor, this vital leadership role manages all day-to-day business operations, including financial management, accounting, payroll, and human resources administration. The ideal candidate will be a practicing Catholic who combines strong business acumen with a pastoral heart, ensuring our financial resources and administrative practices directly support the spiritual mission and ministries of the parish.

**Classification:** Exempt; Hybrid

**Reports To:** Pastor

In areas relating to finance and accounting, the Business Manager duties include (but are not limited to):

- Provides accurate and timely bookkeeping and financial comparative reporting for the parish utilizing the chart of accounts and standardized reporting formats on a modified cash basis, monthly, quarterly and annually to the Pastor and the Finance Council along with other supporting reports and schedules.
- Delegates duties and supervises the support staff and volunteers in the Business Office.
- Supervises the collection, counting, recording and depositing of parish revenue from all sources.
- Prepares bank deposits and records receipts of the parish.
- Processes accounts payable and accounts receivable.
- Maintains accurate general ledger of all accounts. Prepares monthly, quarterly and year-end reports of the parish.
- Responsible for the accurate preparation of monthly financial statements with comparison to budget and prior year results in accordance with Diocesan Policies and Procedures.
- Prepares financial information for Parish Finance Council meetings. Attends the meetings of the Finance Council to review and answer any questions about the parish's finances.
- Processes customer receipts, payroll processing, payment of supplier/vendor bills, bank reconciliations and correctly reconciles all general ledger accounts and ensures proper maintenance of accounting records.
- Prepares journal entries and maintains general ledger accounts in compliance with Our Lady of Grace Catholic Church and Diocese of Charleston policies.
- Maintains monthly reconciliation of financial accounts.
- Records all bank deposits for the collection and other items especially donations/contributions.
- Reconciles all bank and credit card statements for parish on a monthly basis.

- Manage online/credit card payments and other appropriate receipts.
- Maintains an accurate filing, recordkeeping, and reporting system for all parish financial matters.
- Completes and submits a complete and accurate W-9/1099 filing, W-2/W3 filing by third party processor, and Form 945 filing to the diocese.
- Processes end-of-the-year giving statements.
- Facilitates contracts and payments for niches in the parish columbarium.
- Provides accurate and timely reporting on the financial activity of individual projects, especially new construction and according to Diocesan policy.
- Negotiates and executes all leases, contracts and other financial commitments are included in budgets and Financial Statements.
- Documents and maintains complete and accurate supporting information for all financial transactions and appropriate filing per diocesan record retention guide.
- Prepares all supporting information for the Pastor and Finance Council and the external auditors as necessary.
- Assists the Pastor on a regular basis regarding business decisions and keeping him updated on all accounts and areas of interest and/or concern.
- Facilitates the annual budget process in collaboration with the Pastor and staff.
- Knows and adheres to all diocesan policies and procedures.
- Communicates with the Diocese Finance Office regarding all bookkeeping concerns and actively participates in all diocesan professional training as appropriate.
- Maintains absolute confidentiality about the parish's finances and other matters relating to the staff and operations of the parish.

In areas relating to Human Resources, the Business Manager's duties include (but are not limited to):

- Facilitates Human Resources by processing new hire, payroll change forms, and exit paperwork.
- Collects time sheets and processes payroll every two weeks.
- Maintains personnel records management system in accordance with diocesan policy, and federal and state laws

### **Qualifications & Skills:**

- Education: Bachelor's degree in Accounting, Finance, Business Administration, or a closely related field.
- Experience: 3 to 5 years of experience in financial management, bookkeeping, and basic HR administration.
- Church Knowledge: Deep understanding of Catholic parish life, structures, and diocesan operational procedures.

- **Technical Skills:** Proficiency with church management software, accounting software (e.g., QuickBooks), and Microsoft Excel. Knowledge/experience with REALM, our parish database management software, is preferred.
- **Core Skills:** Exceptional organizational skills, high attention to detail, strong communication skills, and absolute confidentiality.
- **Faith Alignment:** A practicing Catholic in good standing who supports the mission and teachings of the Catholic Church is highly preferred.

**Working Conditions/Physical Requirements:** The requirements described here are representative of those that must be met to successfully perform the essential functions of this job. Ability to operate standard office equipment, including computers, copiers, and telephones. Proficient in Microsoft Office Suite, including Word, Outlook, Excel, and PowerPoint. Communicate effectively verbally and in writing. Valid driver's license required. This position involves standing, walking, sitting, talking, hearing, stooping, kneeling, crouching, and reaching above shoulders. Ability to lift and move up to 15 pounds to transport files or materials.