



ST. JOHN NEUMANN
Catholic Church

Title: Parish Administration Director

Description:

Leads and manages the business operations of Saint John Neumann Catholic Church so those responsible for the spiritual affairs of the parish can concentrate on these matters.

Ensures policies and procedures are established to make certain the church business is conducted in a manner based on Catholic Christian values and responsible stewardship on parish resources.

Responsibilities and Duties:

Administration of Finance:

1. Manages the budget preparation, monitoring, and reporting to confirm compliance and expenditure approval for all ministries and departments.
2. Oversee all banking activities and offertory software (We Share).
3. Accountable for all accounting, budgetary, fiscal, and statistical records including annual financial reports to the Columbus Diocese and Parish as well as monthly reports to the Parish Finance Committee.
4. Researches and monitors service contracts, suppliers, and vendors for fair pricing and competitive bidding.
5. Serve as a liaison to Finance Council Controller and lead all Finance council meetings, and oversee Good Samaritan and all auxiliary group finances. Send representative to Parish Council meetings to report on state of parish.
6. Oversee money counters volunteers and prepare quarterly schedules.

Administration of Buildings and Grounds:

1. Works with IT Director to assist in managing parish web connections and phone service.
2. Oversees parish security system.
3. Works with Maintenance Director, to assist in repairs, renovations, and improvement of facilities and grounds. Assists in arranging and contracting for facility and equipment preventative maintenance schedules.
4. Manages acquisitions of new equipment and furnishings.
5. Maintains long term capital expenditures plan.
6. Assists Office Manager to aid in set up of parish facilities for Ministries, Group Events.



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7. Security Grant Procurement and Processing.
8. Collaborate with Safety and Security team on regular basis.

Administration of Staff:

1. Ensures safe, productive, and pleasant environment for collaboration, cooperation, and quality performance by all staff.
2. Collaborates with personnel to determine resources and materials needed to fully succeed in their ministries.
3. Effectively communicates with staff to inform and seek feedback regarding relevant issues.
4. Provides oversight of payroll, benefits for all staff. Prepare Letter of Understandings for personnel, maintains staff records and updates staff handbook as needed.

Reporting Relationships:

Reports to the Pastor. Direct reports are: Maintenance Manager, Finance Manager, Office Manager, Technology Director, Communications Manager, Kitchen and Catering Manager, Custodian, Childcare Coordinator and outsourced cleaning company. Makes day-to-day decisions that enable the staff to conduct their ministries on a professional and responsible manner. Conducts financial decisions, approved by the Finance Committee, in accordance with Diocesan Guidelines.

Required Knowledge:

1. Demonstrated knowledge of operations, financial management, IT, and accounting, and maintenance.
2. Understanding of Business and Accounting software.
3. Bachelor's Degree or equivalent experience in Business Administration or Accounting.
4. Strong organizational skills, detailed oriented, and the ability to handle multiple issues at the same time.
5. Deal professionally in confidential, delicate and/or crisis situations.

Required Experience: 4 years of finance management experience, including salary and benefit administration and must be a practicing Catholic.