

GOOD SHEPHERD PARISH  
JOB DESCRIPTION

**JOB TITLE Parish Administrator**

**DATE:** January 7, 2017

**FLSA STATUS** Exempt

**JOB SUMMARY**

The Parish Administrator is responsible for the supervision and management of all financial activities, administrative functions, and related processes and systems for the parish. Working with the pastor and coordinating with various advisory councils, the Parish Administrator plans, implements, and evaluates resource allocation and administration for the Parish in accordance with diocesan and parish goals, policies, and guidelines.

The Parish Administrator will be committed to the core teachings/values of the Catholic Church and should be attuned to both the business activities of the parish and its unique missions. This leadership position reports to the pastor.

**JOB RESPONSIBILITIES**

*Budgeting & Planning*

- Prepares the annual budgets for the Parish in accordance with Diocesan policies and procedures.
- Submits the annual budgets for review by the Parish Finance Council and Pastor.
- Reviews and analyzes the financial reports by comparing the actual receipts and expenditures with the approved budgets on a monthly basis and advises the Pastor and Parish Finance Council of significant variances.
- In conjunction with the pastor, establishes and helps manage outreach program policies and procedures.

*Finance & Accounting*

- Develops and monitors a strong system of internal control for Parish receipts, disbursements and other financial accounts.
- Oversees the timely generation of monthly, annual, and interim financial statements and reports for review by the Pastor and Finance Council.
- Manages and oversees all accounting functions of the Parish.
- Reviews and approves adjustments to financial records made via journal entries.
- Ensures capital assets are properly accounted for and inventoried on a regular basis.
- Maintains and ensures the confidentiality of records of all contributions from parishioners and others.
- Oversees all banking activities and ensures reconciliations are prepared and reviewed in a timely manner.

- Manages the purchasing program, including credit card usage, at the parish, ensuring all good and services needed are identified and approved in advance.
- Oversees all disbursements to ensure payments are verified as reasonable and accurate, that appropriate authorization is received before payment, and that adequate documentation is maintained.
- Ensures proper documentation and proof of insurance is obtained for all vendors.
- Authorizes and reviews all use of parish credit cards.
- Manages and oversees all processes related to gift cards.
- Serves as the staff liaison to parish Finance Council on all applicable matters.

#### *Personnel*

- Administers all parish and diocesan policies as they relate to human resources.
- Coordinates the completion of paperwork and orientation training for new parish employees, terminated employees, payroll change requests, etc., and ensures timely submission to diocesan offices.
- In cooperation with the diocesan Human Resources office, ensures that all requirements are met for parish employees, volunteers and ministry providers, and that renewal of background checks and required courses are appropriately completed, reported, and recorded.

#### *Facilities and Grounds*

- Oversees the management of parish facilities and grounds including:
  - Maintenance (preventative and ongoing) and replacement of all parish buildings and equipment.
  - Assessments of capital repair needs; prioritizing and planning funding for same.
  - Soliciting and securing competitive bids/quotes.
- Coordinates all risk management activities.

Other duties as assigned.

### **SUPERVISION**

**SUPERVISED BY:** Pastor

**SUPERVISES:** All personnel, both employed and volunteering, involved the administrative and financial functions at the parish.

**LEADS/GUIDES:** All personnel, both employees and volunteers, serving the parish

### **QUALIFICATIONS**

The successful candidate will be a practicing Catholic who is dependable, highly organized, detail oriented, and possesses the ability to maintain confidentiality. Requirements include the following background and demonstrable skills:

- Bachelor's degree in Accounting, Finance, Business Administration, or related field
- A minimum of eight years' experience in these or similar fields, including at least four years of supervisory experience

- Prior experience working in a parish setting is strongly preferred, as is a CPA certification
- Demonstrated experience with fiscal planning and management, general accounting, and payroll administration
- Excellent leadership skills with an ability to manage change and motivate staff to achieve parish and diocesan objectives
- The ability to work independently, meet deadlines, and formulate and implement business processes
- Working knowledge of QuickBooks and Microsoft Office Suite
- Knowledge of and adherence to the teachings of the Roman Catholic Church
- Must be knowledgeable of Federal and State regulations as they pertain to non-profit and church operations or be able to quickly find applicable topics when needed.
- Strong written and oral communication skills with the ability to interact positively with parishioners, staff, volunteers, and clergy

CERTIFICATIONS: Valid Florida driver’s license. Must pass a criminal background screening and credit check.

PERSONAL TRAITS: Must be flexible and able to perform a variety of duties, often changing from one task to another of a different nature without loss of efficiency or composure; communicate effectively with people from all socioeconomic backgrounds; professional appearance and demeanor.

WORK CONDITIONS: Primarily an inside environment, protected from weather, but not necessarily from temperature changes. May require some travel.

PHYSICAL DEMANDS/TRAITS: Perceive characteristic of objects through the eyes; express or exchange ideas by means of the spoken word; perceive the nature of sounds by the ear; sit for prolonged periods of time; able to lift, carry, push or pull 20 lbs maximum and/or carrying of 10 lbs.

Reviewed/Revised by:

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_