

**JOB DESCRIPTION**

**JOB TITLE:** Business Administrator

**JOB CODE:** BADM-N

**Exempt:** No

**Supervisor:**

**Employee Name:**

**SUMMARY:** Administrator in support of the Pastor’s responsibilities to the parish. The Business administrator is a steward of the physical, financial and personnel resources of the parish or school.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** Includes the following. Other duties may be assigned.

- Maintains accuracy of all financial files and records and establishes a responsible cash flow management system.
- Acts as a liaison between the parish and the diocese in financial matters.
- Maximizes cash management resources.
- Coordinates and reviews parish organizations’ funds.
- Establishes and maintains evaluation process.
- Administers salaries and benefits programs.
- Supervises receptionist and maintenance staff.
- Participates in the hiring and termination policies of the parish in collaboration with the Pastor.
- Oversees the management of the parish office and the parish records.
- Coordinates parish liability and property insurance worker’s compensation with the diocese general insurance program.
- Maintains good working relationships, effective communications between parish community, various groups and outside authorities.
- Attends pastoral staff meetings, commission meetings and Parish Council meetings, as necessary.
- Attends diocesan meetings as necessary, representing the parish and the Pastor.
- Consults with and advises Pastor on business and administrative matters that affect the parish.
- Establishes and monitors preventive maintenance programs for all properties.
- Maintains security of property (key files, etc.).

**QUALIFICATION REQUIREMENTS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

The requirements listed above are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with qualified disabilities under the Americans with Disabilities Act to perform the essential functions of this position.

**EDUCATION AND/OR EXPERIENCE:** College degree and five to ten years related business experience and/or training preferred; or equivalent combination of education and experience.

**OTHER SKILLS AND ABILITIES:** Knowledge of accounting principles and practices; excellent interpersonal communication skills; good organization skills; ability to manage and supervise effectively; ability to always act in a professional nature; must be able to maintain confidentiality; ability to prioritize and be flexible.

**Approved:** \_\_\_\_\_  
Employee Date

\_\_\_\_\_  
Supervisor Date