



**ROMAN CATHOLIC DIOCESE OF
CALGARY
St. Michael Catholic Community**



**POSITION DESCRIPTION
BUSINESS MANAGER**

REPORTS TO:

Pastor of the Parish

OVERVIEW:

St Michael Catholic Community in Calgary, AB is looking for the right person to oversee the efficient management of the business office and operations of St. Michael's Catholic Parish.

RESPONSIBILITIES

Primary Responsibilities:

- Staff management including scheduling, performance assessments; direction, etc.
- Financial management and reporting, including;
 - risk management;
 - information technology;
 - payroll administration;
 - corporate reporting;
 - Regulatory and Employment Standards Code compliance
- Building and equipment maintenance and management.

Specific Requirements:

- **Responsible for the day-to-day staff and building operations;**
- Creating and maintaining up-to-date Job Descriptions in collaboration with CPC HR Office;
- Conducting fair and equitable Performance Evaluations based on meaningful objectives;
- Adopt effective recruitment practices including setting of wages per Diocesan guidelines; hiring qualified individuals; ensuring job orientation and job expectations are provided;
- Implements and maintains accurate financial processes and systems for accounting, banking and payroll functions based on Parish Regulations.
- Directs or leads the continuous improvement of business processes and procedures;
- Ensure systems necessary to maintain proper internal records are in place;
- Manages and assesses the parish's financial position and issues periodic financial and operating reports including Parish, Diocesan and government regulatory reports;
- Provides monthly, quarterly and annual financial reports to Pastor;
- Establishes, maintains and monitors a parish budget in collaboration with the other stakeholders that includes:
 - capital assets;
 - maintenance budgets;
 - operating budgets
- Reviews appropriation requests against approved budgets for availability of funds prior to commitment; and exercises accounting control to ensure that budgeted expenditures do not exceed amounts authorized;
- Reviews actual performance against budget and prepares report explaining variances;
- Oversees the activities involved with building and equipment maintenance including ensuring that short and long term maintenance schedules are in place and adhered to;
- Develops, in conjunction with the Pastor, Building Committee and Finance Council implements and manages a yearly plan of building upgrades;
- Manages all outside contracted resources;
- Manages and assesses the IT infrastructure and procurement of new equipment and software;
- Meet regularly with Finance and Parish Councils.

Qualifications:
<ul style="list-style-type: none"> • A university degree in Commerce, Business Administration or Accounting • A minimum of 5 years of experience in small/medium size business environments • Knowledge of church business or not for profit organizations an asset
Hours of work:
40 hours/week
Key Relationships:
All staff (permanent and part-time) excluding Clergy, Communications, Sacramental and Liturgical Staff; temporal offices at CPC; Finance Council; Building Maintenance Committee; Clergy; suppliers; etc.
PLANNING AND REVIEW
The HR Policy recommends a minimum of two performance review sessions per year, once at the beginning of the year to set the stage for the coming year and a second one as a mid-year review to ensure priorities are still valid and on track to meeting your goals. For new employees, the initial planning session will occur at hire and will follow the planning/review schedule.
TO APPLY: Send résumé and 3 references to: Luisa Adams by email to ladams@saintmichael.ca ; or by mail to: St Michael Catholic Community 800 85 St SW Calgary AB T3B 4H7
Salary to be negotiated. Thank you in advance for applying. Only those applicants who have been short-listed will be contacted. Application deadline: Noon, Monday February 18, 2019

Approved by HUMAN RESOURCES Date: April 2018

Prepared by RC Bishop of the Diocese of Calgary

