

**Diocese of Tucson
Our Lady of the Valley Parish**

JOB DESCRIPTION

Job Title: Parish Business Manager II

Exemption Status: Exempt

Department/Location: Our Lady of the Valley Parish/Green Valley, AZ

Primary Function: Under the direction of and with the approval of the Pastor, is responsible for managing the business operations of Our Lady of the Valley Parish, and assist with the management of Most Holy Nativity Parish in Rio Rico. The business manager will also manage other parish lay employees as necessary.

Essential Duties and Responsibilities:

- Perform as a lay minister at the parish level in support of the parish and the diocese's spiritual and pastoral mission; perform as both a spiritual and administrative leader in the parish
- Set an example for employees by personal adherence to and compliance with personnel policies and procedures and by personal adherence to Catholic Doctrine and Catholic principles of morality
- Manage the business, administrative, and financial affairs of the parish including bookkeeping responsibility
- Responsible for budgeting and planning, and management of income and expenses
- Assist the Pastor establish and execute on parish goals and objectives in accordance with Diocesan goals and objectives
- Responsible for Development, including promoting of charitable giving
- Responsible for the management of facilities, including buildings and grounds
- Responsible for management of parish records
- Monitor parish activities for compliance with applicable Canon Law and local state and federal statutes
- Supervise the preparation of profit & loss, and other financial statements
- Implement controls to prevent irregularities or fraudulent activity and to safeguard parish funds and other assets.
- Implement the proper processes for the management of key parish activities, ensuring accountability by employees and others
- Oversee capital fund drives, prepare and/or review operating and capital budgets prior to approval by the Pastor
- Insure compliance with applicable Personnel Policies and Practices, and ensure employees are appropriately managed; provide education and training to employees as necessary
- Perform other duties as assigned

Physical/Mental Requirements: Requires coordination and manual dexterity, normal mental and visual ability; ability to lift as required in a normal office environment.

Required Activities: Walking, sitting, standing, stooping, reaching, talking, handling, hearing, carrying, keyboarding

Basic Qualifications:

- Must have a working knowledge of and a strong commitment to the mission of the Diocese and Catholic Church; be in full communion with the Church
- Excellent communications skills, verbal and written; excellent human relations and interpersonal skills
- Exercise courtesy to fellow employees, parishioners and the general public
- Must be a self-starter; well organized; perform multiple tasks simultaneously and work with a sense of urgency
- Ability to maintain confidentiality
- Ability to work collaboratively in a team environment; punctuality is a must; ability to travel locally as required
- Proficiency in computer technology to include word-processing, spreadsheets and power point
- Professional bearing; clean and neat personal appearance
- Ability to successfully pass the Diocese of Tucson Bookkeeper assessment Exam.
- Ability to successfully pass a background, criminal history, and credit history check

Education and Experience:

- Bachelors' degree in accounting or business administration or equivalent experience
- 5 years administrative management experience in a business and financial environment including full-charge bookkeeper experience
- Proven success as a first-line manager in a medium to large firm, Catholic Parish or similar organization

Other:

- Bilingual (English-Spanish) preferred

October 2008

To Apply:

Please download (<http://www.diocesetucson.org/DOTHREmploymentApplication.pdf>) application for employment and submit the application with a cover letter to:

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