

## **Job Description - St. Brendan Parish Operations Manager**

### **Position Summary**

The parish operations manager is responsible for overseeing the day-to-day administrative, financial, and facility operations of the parish. This position reports directly to the pastor. This position ensures that parish resources, staff, and systems effectively support the church's missions, ministries and community activities. The Parish Operations Manager collaborates with the pastor, parish staff, volunteers, parishioners, and ministry leaders to maintain efficient parish functioning.

Key responsibilities include administrative management, financial oversight and stewardship, facilities management, and human resources support.

### **Administrative Management**

- Oversee parish office operations and ensure Archdiocese of San Francisco, ("ADSF") policies and procedures are followed consistently.
- Help implement parish strategic goals and identify opportunities to improve parish efficiency.
- Coordinate administrative staff, volunteers and vendors activities.
- Maintain all parish records, filing databases, and compliance documentation. Current software includes "Parish Data Systems," Microsoft Office, Google Docs, QuickBooks, Constant and Paylocity, (for payroll).
- Maintain parish calendars and coordinate employee scheduling, all parish events, meetings, and facility usage and rental agreements.
- Ensure effective internal and external communications including phone messaging, website, and electronic communications, mailings, pastoral correspondence, and signage for seasonal needs.

### **Financial Oversight and Stewardship**

- Responsible for the preparation and monitoring of the parish budget.
- Monitor expenses, income, and financial reporting with financial reports issued monthly and reviewed by the parish finance council quarterly.
- Oversee timely resolution of all accounts payable and receivables.
- Process and monitor automated payrolls for all employees and ensure that all are paid in accordance with "ADSF" policies and procedures and applicable laws
- Implement and recommend effective internal control procedures for income, (offertory, fundraisers, education, & parish organization events) and expenses.
- Oversee filing of all administrative reports related to insurance incident reports or claims and ensuring applicable regulatory compliance.

- Attend parish finance meetings as requested; this may involve hours outside of regular business hours to include evenings.

### **Facilities Management**

- Manage and schedule facilities usage/rentals and user agreements.
- Ensure that church hall, gym and parish facilities are clean, safe, secure and well maintained, identifying any necessary improvements or needs in advance.
- Maintain office technology and supply needs for church, office and rectory.
- Maintain accurate asset records and oversee short- and long-term capital projects, working with "ADSF" organizations as needed.

### **Human Resources Management**

- Assist the pastor with personnel records management, including job descriptions, benefits, performance reviews, employee coaching and counseling, employee action forms and related items.
- Foster strong relationships with staff, school community, parishioners and volunteers and the Archdiocese.
- Participate in leadership and pastoral planning meetings.

### **Qualifications-**

- Bachelor's degree in accounting, business administration, Management information systems, related field or equivalent experience
- 3-5 years of operations or administrative management experience with strong fiscal management skills
- Excellent organizational and communication abilities and abilities to multitask
- Proficiency in technology, office software, and financial systems.
- Practicing Catholic
- The ability to work collaboratively in a faith-based environment
- Excellent Verbal and written communication skills.
- Complete VIRTUS background check successfully
- Previous experience and proficiency in using the Paylocity Payroll/HRIS system is preferred

**We look forward to hearing from you and ask that you send a resume and cover letter explaining how your interest and background aligns with our needs. This is an exempt position with a salary of \$75,000-\$85,000/yr. based on experience with "ADSF" benefits**

**Please email to the following address: [Frmike@stbrendanparish.org](mailto:Frmike@stbrendanparish.org)**