



# HOLY FAMILY CATHOLIC CHURCH

9531 Liberty Road | Randallstown, Maryland 21133

## HOLY FAMILY CATHOLIC CHURCH IS SEEKING TO HIRE A BUSINESS MANAGER

### POSITION SUMMARY

Holy Family Catholic Parish is seeking candidates for a part-time Business Manager position. This position can become full-time if the candidate is also willing to take on the responsibility of the Maintenance Technician.

The Business Manager reports to the Pastor, assisting him with the temporal goods of the parish (facilities and finances) and human resources. The Staff consists of the positions of the Business Manager, Parish Secretary, Director of Faith Formation, and Maintenance Technician. The facilities are on two campuses. The first campus has the Parish Office, Rectory, and Church-Former School-Hall complex. The second campus is the Old Church and Parish Cemetery.

### ESSENTIAL DUTIES

#### 1. Financial

- Works with Pastor and Archdiocese of Baltimore Advancement Department to plan yearly Stewardship Campaign and prepares, with assistance of the Pastor and the Accountant, the Parish Annual Report distributed to the parishioners during Stewardship weekend
- Prepares and implements annual budget process in cooperation with the Pastor, Staff, and Finance Council
- Oversees preparation of monthly, quarterly, and annual financial statements (statements include balance sheet and profit and loss information)
- Oversees accounts receivable and accounts payable functions to ensure bill collection and payment is completed in a timely manner
- Oversees parish payroll accounting, proper and timely payment of payroll and taxes, and recording of payroll in the parish financial system
- Maintains accrued leave records for employees and assures that all leave time is approved
- Supervises Accountant and assures proper segregation of duties

#### 2. Administrative

- Develops and implements parish personnel policies, in collaboration with the Pastor
- Maintains employee files
- Prepares, with assistance of Staff, the Annual Consolidated Report for the Archdiocese of Baltimore
- Supervises Parish Secretary
- Maintain accurate and organized records for cemetery plot administration
- Respond to cemetery inquiries to insure the timely sale of plots, scheduling committals, and the execution of burials

Phone: 410.922.3800

Website: [www.holyfamilyrandallstown.org](http://www.holyfamilyrandallstown.org)

A parish of the Catholic Archdiocese of Baltimore. The mission of Holy Family Catholic Church is to help people to believe in Christ, belong to His Church, and bless our communities.

### **3. Facilities Management**

- With the Pastor and Maintenance Committee, approves plans for ordinary and extraordinary repair, for improvement of parish facilities and grounds and for major construction
- Ensure compliance with all aspects of preventative maintenance
- Directly supervise maintenance workers and contracted vendors. Coordinate work schedules to control costs.
- Acts as staff support to the Parish Maintenance Committee
- Mark plots for burials and scheduled installation of memorials with third-party provider installation crews

### **JOB REQUIREMENTS:**

- Bachelor's degree in business administration, finance, accounting preferred
- Minimum of 5 years' experience in mid to senior-level management of a corporation or non-profit organization preferred, with strong emphasis on financial management and short and long-term planning
- Practicing Catholic preferred
- Financial statement preparation and analysis. Cash flow management
- Microsoft Office Suite (including advanced proficiency in Excel and Quick Books or similar software)

### **APPLICATION**

[Submit Cover Letter and Resume  
via the Archdiocese of Baltimore website](#)

**No phone calls please**