



Diocese of Fort Worth Position Description

Position: **Business Manager**
Date Revised: May 3, 2019
Reports to: Parish Pastor
Location: St. Catherine of Siena
1705 E. Peters Colony Road
Carrollton, Texas 75007
www.fwdioc.org/employment

The Diocese of Fort Worth, Texas includes 90 Parishes, 1 Mission, and 19 schools. It stretches from Quanah, Texas just Northwest of Wichita Falls in the West and extends to Penelope, Texas in the Southeast. Its largest metropolitan areas are Fort Worth, Arlington, Denton, and Wichita Falls. It has approximately 1.1 million Catholics in the Diocese, including 108 Priests, 86 Deacons, and 77 Sisters. The principal duty of all employees is to assist in the mission of the Catholic Diocese of Fort Worth, Texas.

General Position Summary: The Business Manager is responsible for the general office and financial activities of the parish, including HR and IT functions.

Principal Accountabilities:

General Administrative and Office Management

- Provide supervision of office staff (bookkeeper and secretary/receptionist)
- Provide administrative, purchasing and clerical support to ministry staff
- Manage computer system needs and requirements
- Collaborate with the Diocese for training and general support
- Manage maintenance of and training on church database software
- Coordinates Parish Media and Social Media, such as Bulletin, Websites, Facebook page, Flock Notes, etc to ensure a professional, cohesive, consistent, and Catholic message

Financial

- Supervise bookkeeper on all payroll, banking, tithing and tax related matters, as well as the overall financial record keeping for the parish
- Facilitate the preparation of the parish budget with input from Staff, Pastor and Finance Council
- Review monthly financial statements and present to Finance Council
- Provide financial updates to parishioners on a regular basis
- Schedule volunteers to count weekend collection
- Oversee the management of both parish and Diocesan fund drives
- Collaborate with the Diocese as needed
- Review annual financial reports for the Diocese

Facility Management

- Manage the scheduling of all facility halls, classrooms and meeting rooms



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- Provide tours to parties interested in renting facility halls and rooms
- Coordinate special needs of renters with parish maintenance staff
- Assist maintenance staff in administrative and financial matters
- Establish accountability for maintaining a clean and “clutter-free” facility
- Negotiate and establish 3rd-party contracts for maintenance
- Inspect facility daily; restock as needed; address conditions needing attention
- Schedule 3rd party maintenance, repairs, & custodial work; evaluate and follow-up as needed
- Establish operating procedures/checklists as needed
- Orient new employees and volunteers to the facility and its use
- Supervise the routine maintenance of the grounds

Safety

- Ensures safety education to staff & parish occur, including OSHA, Safe Environment, etc.
- Coordinate with Sabbath Shield
- Update safety procedures as needed
- Provide SEP reports to ministry leaders on request
- Interface with Diocesan risk manager for parish

Committees

- Attend all Pastoral, Stewardship, Finance, and Safety Council and office staff meetings
- Be responsive to the administrative and clerical needs of all committees
- Attend Diocesan Business Manager meetings
- Maintain spiritual influence and presence in overall administrative activities of the parish

Information Technology

- Coordinates / Installs new computer equipment and peripherals, including both hardware and software.
- Manages computer network software. Coordinates / performs system backups as necessary.
- Monitors computer security. Maintains logons and passwords and other associated procedures that control accessibility to information.
- Conducts computer training on equipment, software and internet capability. Serves as a resource to computer users. Researches solutions to computer issues.
- Serves as a resource for equipment malfunctions. Performs routine minor repairs on computer hardware. Troubleshoots software problems.
- Advises when to seek outside repair contractors.
- Performs system maintenance on both hardware and software. Installs software updates as needed. Coordinates cleaning and proper storage of computer materials.
- Serves as contact for internet service providers.
- Advises offices on equipment usefulness. Recommends products for new purchases.



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- Attends meetings to provide input on computer related questions or as a committee member.
- Maintains knowledge of hardware and software programs used by various offices.
- Maintains professional growth and development through educational opportunities.

General

- Act as “point person” for inquiries on parish business and administrative matters, making appropriate referrals as needed
- Be a catalyst for good cooperation and business relationships among all parish entities, staff, committees and parishioners

Typical Decisions and/or Recommendations Made in This Position:

- The incumbent must use good financial, management, and general accounting judgment when making decisions, providing feedback, and/or recommendations.
- Provides leadership to Parish administrative staff and/or vendors as necessary.

Supervision Given and/or Received:

- Received: Moderate supervision given to this position from Parish Pastor.
- Given: This position provides feedback and guidance to the Parish administrative staff, volunteers, and/or vendors upon advice and consent of the Parish Pastor.

Internal Contacts:

- Priests, Employees, Volunteers and/or Parishioners

External Contacts:

- Diocesan Staff and/or Vendors.

Working Conditions and/or Physical Requirements:

- This position works in a typical office environment but is subject to stress due to the evolving and quickly expanding needs of the Diocese, tight deadlines and moderate workloads and/or work outdoors as necessary.
- Ability to sit and perform computer work for lengthy periods of time.
- Able to access and maintain centralized departmental files. Involves extending arms and reaching files stored in multiple levels on shelves, climbing up a stepladder to access files.
- Significant amount of time regularly spent answering and speaking on the telephone providing customer service support and problem solving for both internal and external customers.
- Data entry via computer keyboard that requires repetitive and frequent hand and wrist movements.
- Ability to lift up to 35 pounds without assistance and up to 60 pounds with assistance.



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Travel Requirements:

- Travel may be required to Diocesan Parishes and/or the Catholic Center, along with occasional trips to vendor locations for meetings.

Education and Experience Preferred:

- Bachelor's degree preferred, or 4 to 5 years of comparable work experience.
- 3 to 5 years of experience as Manager or Supervisor in office environment. Experience within a Catholic Church Administrative Office is preferred.
- 2 to 3 years of experience with Fiscal planning and management, general accounting, budgeting and payroll.

Knowledge and Skills Preferred:

- Microsoft Office / Intermediate to advanced capabilities with a heavy emphasis in Excel, and Word. Experience with Publisher and PowerPoint preferred.
- Demonstrated professional written and verbal communication skills.
- Demonstrated analytical, customer service skills and the ability to prioritize and multi-task.
- Ability to oversee technology concepts, including personal computer and network server needs.
- Active member in good standing of a Roman Catholic parish Church with knowledge of the Catholic Church organization.
- Bilingual (English/Spanish) preferred.

FLSA Designation: Exempt

<hr/> Position Description Approved By	<hr/> Date
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Please Be Advised... The position, as outlined above, is subject to change as the needs of the Diocese of Fort Worth change. However, any and all changes will be communicated in advance to the incumbent(s) as is necessary and practical. All questions, concerns and/or requests for revisions concerning this position should be directed to the Director of Human Resources of the Diocese of Fort Worth and must be approved in advance before any requests for changes are incorporated in this position.



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