

## **JOB DESCRIPTION**

### **JOB TITLE: Business Administrator St. Elizabeth Ann Seton Church**

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**Exempt:** No

**Supervisor:** Pastor

**Employee Name:**

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#### **SUMMARY:**

The Business Administrator administers the finances of the Parish in accordance with the policies of the Diocese of Syracuse and the goals and objectives of the Parish. The Business Administrator will report to the Pastor and the Parish Finance Committee.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- (1) Using QuickBooks software, perform all accounting functions of the Parish which includes recording all Parish income and disbursement of funds; timely payment of all invoices; journal entries including biweekly payroll entry; prepare monthly bank reconciliations; and review monthly reports.
- (2) Oversee weekly Collection Money Counters including making weekly bank deposits.
- (3) Process weekly parishioner contributions to the Parish Data System (PDS) and ensure that the weekly parishioner contributions posted to the PDS agree with the weekly deposit sheet prepared by the weekly Collection Money Counters.
- (4) Oversee Parish bank accounts including making necessary transfers between funds and monitoring any investments.
- (5) Oversee biweekly payroll processed by the Diocese of Syracuse, including processing time sheets and paying clergy stipends.
- (6) Oversee petty cash funds, Mass Stipend Account, PayPal Account and credit cards.
- (7) Invoice shared expenses to St. Augustine Church and St. Mary of the Assumption Church.
- (8) Oversee all contracts in consultation with the Facilities Director.
- (9) Ensure that all required paperwork is on file for any vendors or contractors as required by the Diocese of Syracuse, including Forms W-9, Hold Harmless Agreements, Certificates of Insurance and Forms 1099-NEC.
- (10) Administer the personnel policies, including hiring, salaries and benefits, annual work agreements, Parish Employee Handbook, and termination.
- (11) Prepare and make available annual parishioner contribution statements.

- (12) Serve as the staff liaison to the Finance Committee.
- (13) Prepare and administer the annual Parish budget and financial reports to the Pastor, Finance Committee, Parish and the Diocese of Syracuse.
- (14) Maintain organized files for all financial transactions and transfer fiscal year files to storage annually and ensure compliance with record retention policies.

**ADDITIONAL DUTIES AND RESPONSIBILITIES:**

- (1) Collaborate with St. Augustine Church and St. Mary of the Assumption Church as appropriate.
- (2) Oversee the finances of St. Elizabeth Ann Seton Preschool, including establishing the budget, tuition rates and employee compensation in consultation with the Director of the preschool.
- (3) Using QuickBooks software, perform all accounting functions of the preschool which includes recording all preschool income and disbursement of funds; timely payment of all invoices; and journal entries including biweekly payroll entry.
- (4) Oversee the St. Elizabeth Ann Seton Church CYO Basketball Program including the collection of fees and the paying of expenses.
- (5) Oversee the collaborative Faith Formation and Youth Ministry programs including the collection of fees for the same for St. Elizabeth Ann Seton Church, St. Augustine Church and St. Mary of the Assumption Church.
- (6) Fulfill such other tasks and responsibilities as determined by the Pastor.

**QUALIFICATIONS:**

- (1) Bachelor's Degree in Business Administration, Accounting or Finance or equivalent experience.
- (2) Proficiency in QuickBooks, Microsoft 365 and document management tools.
- (3) Working knowledge of payroll, A/P, A/R, and reconciliation processes.
- (4) Strong organizational skills, attention to details, flexibility, and discretion with confidential information.

**EMPLOYMENT CONDITIONS:**

Employment is on a part-time basis of approximately twenty-six (26) hours with a work week of Monday through Thursday from 8:00 a.m. to 2:30 p.m. and includes thirty (30) minutes for lunch. The position requires occasional after hours duties (generally with respect to meetings).

Pay range is \$ 23 to \$ 26 per hour, depending upon experience.