

Sacred Heart Parish of Mount Pleasant

Job Description

JOB TITLE: Business Manager

DATE: January 2026

SUPERVISOR: Pastor

STATUS: Full Time, Exempt, Salary (*based on 40 hours per week*)

GENERAL DESCRIPTION

The Business Manager oversees the administrative and business functions of Sacred Heart Parish and Sacred Heart Academy including budgeting, accounting, facilities management and improvements, personnel, purchasing, contracts/leases, training of support staff. Assists the Pastor in the care of all the material resources of the parish (plant and equipment, cemetery, and school). Serves as a team leader in the parish office ensuring that the office reflects the mission and values of the parish. Maintains a professional and welcoming work environment. The Business Manager provides data and reports needed to the Finance Council to advise and consult the Pastor in decision making and long-range planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Finance:

- Prepares, administers, and reviews parish and school budgets in collaboration with the staff, Finance Council, School Board, and other committees and commissions
- Develops, organizes, evaluates, directs, and assists with the accounting functions of the parish
- Maintains accuracy of all financial files and accounts
- Prepares, develops and maintains written policies and procedures for the accounting functions of the parish according to diocesan standards
- Develops and maintains an effective system of internal controls
- Establishes policies and manages programs to purchase materials, supplies and equipment
- Implements and secures training needed for staff to use accounting software mandated by the Diocese
- Monitors cash flow and projects needs for normal operations; invests excess cash
- Administers school tuition assistance program
- Prepares financial reports for Finance Council, pastor, administrators and the Diocese of Saginaw on a timely basis
- Completes and files all required Federal and State tax forms and reports
- Acts as liaison between the parish and Diocese of Saginaw on financial matters

Human Resources:

- Develops and administers the parish/school personnel policies in keeping with the directives of the Diocese of Saginaw
- Responsible for bi-weekly processing of payroll and all employment actions in the payroll system; ensures documentation is accurate and sufficient
- Maintains all personnel files in accordance with diocesan, state, and federal standards
- Handles new and terminating employee questions and paperwork
- Responds to employee payroll and human resource inquiries
- In the event of an employee injured on the job, files Report of Injury with MCC and assists employee throughout the process

- Facilitates enrollment of employees in Diocesan/MCC benefit plans including insurances, annual enrollment, retirement, and 403(b); provides on-going information and documentation to employees
- Updates job descriptions for all staff as required
- Oversees and implements the Diocesan background/fingerprinting requirements
- Authorized CHRISS (Criminal History Records Internet Subscription Service) agency administrator. Responsible for compliance with rules and regulations related to the proper use, storage, and dissemination of fingerprint-based criminal history record information.
- Completes and/or reviews and files all Federal and State tax forms, including ACA (Affordable Care Act) Forms 1094-C and 1095-C regarding employer-provided health insurance coverage

Business/Administration:

- Oversees the operations of the parish offices. Hires, supervises and evaluates parish secretarial, clerical, financial and maintenance staff with approval of the Pastor
- Monitors cash flow and projects needs for normal operations
- Consults with and advises Pastor and principals on trends or issues that should be considered in long range planning
- File or supervise the completion of all required Federal and State tax forms and reports
- Attends Parish Staff Meetings & Finance Council Meetings, also provides information or attends School Board Meetings and Parish Council Meetings as needed/requested
- Attends diocesan meetings as required or as requested by the Pastor

Facilities/Resources:

- Supervises maintenance of all parish properties, buildings and vehicles
- Establishes and monitors preventative maintenance programs for all properties
- Solicits and reviews bids and negotiates service contracts for parish/school
- Develops policies and procedures for use of properties and facilities; recommends rates for parish center rentals and sales of cemetery lots and foundations
- Coordinates parish insurance program with Diocesan/MCC insurance program
- Obtains certificates of insurance from contractors working on-site
- Files insurance claims for loss incidents that occur
- Responsible for adding/changing/removing insurance coverage for buildings and vehicles
- In collaboration with the Facilities Director, addresses and corrects safety issues identified during MCC site inspections and semi-annual asbestos surveillance visits

Pupil Transportation:

- Oversees the Transportation Supervisor
- Enforces safety protocols and maintains records of school bus driver compliance related to driver license, medical exam, and continuing education
- Coordinates random drug and alcohol testing
- Makes recommendations regarding school bus replacement; purchases used buses via online auction

School Lunch Program:

- Oversees the Food Service Director and cafeteria operation

- Ensures compliance with NSLP rules and regulations related to eligibility, benefits, verification, claim for reimbursement, smart snacks, and civil rights
- Prepares and files required reports including verification, monthly reimbursement claims, and child nutrition program year-end report
- Periodically audits student and teacher data in Meal Magic, ensuring student counts match Renweb
- Reviews and updates school lunch program information as needed on the school website
- Develops and maintains written policies and procedures according to NSLP requirements; assists with SNP Administrative Review performed onsite by MDE or desk reviews

ACCOUNTABILITY & COLLABORATIVE RELATIONSHIPS

- Pastor and Pastoral Leadership Team
- Principal and school office staff
- Maintenance Director
- Transportation Director
- Parish Office Staff
- Director of Development

QUALIFICATIONS & SKILLS

Education: Bachelor's degree in business administration with a major in accounting desired

Experience: Five (5) years' qualifying experience, in non-profit, for-profit, education, or training. Must have supervisory experience and the ability to manage. Must possess knowledge of accounting principles and practices.

Job Related Skills: Demonstrated organizational skills and ability to meet deadlines. Must possess computer skills necessary for this position. Must possess the ability to present oneself in a professional manner

Interpersonal Skills: Must possess excellent interpersonal communication skills. The ability to work with others in a collaborative team environment. Ability to maintain confidentiality and high standards of honest and ethical behavior. A heart for service and a commitment to the Catholic Church .

Language skills: Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

WORKING CONDITIONS

- The Business Manager works beyond normal working hours, and frequent evening and/or weekend work is required
- Work environment is primarily in an office setting where the employee is required to do extensive computer work. Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift up-to 25 lbs
- Regular, reliable attendance is required

- Valid Driver's License is required

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.