

## **St. Anne Business Manager Job Description – 08/01/2019**

- Be a good steward of the church and school assets.
- Create and present monthly financial reports to the Pastor, the Principal, the Finance Council and the School Board. These are to include St. Anne Church (covering entities of the Parish, the Plant, Endowments, Capital Campaigns and the Cemetery), St. Anne School, Church Bingo and School Bingo.
- Create and present monthly financial reports to the Pastor for the two Cluster Parishes: St. Bernard Catholic Church and St. Patrick Catholic Church.
- Attend monthly/quarterly meetings: Finance Council, School Board, Endowment Committee, Development Committee and Pastor's staff. Report to committees as required.
- Manage all Cash Flow and Investments as required.
- Monitor all bank accounts for St. Anne's Church, St. Anne's School, St. Bernard, and St. Patrick. Review and verify all bank reconciliation. Perform the actual bank reconciliations for St. Bernard and St. Patrick.
- Prepare the following annual budgets: St. Anne Church, St. Bernard Church and St. Patrick Church which is due on May 1<sup>st</sup> each year; St. Anne School – preliminary due May 15<sup>th</sup> and final due on September 15<sup>th</sup>.
- Prepare the following annual reports (e.g. Balance Sheet, Statement of Financial Activities, etc.): St. Anne Church, St. Bernard Church and St. Patrick Church which is due on August 15<sup>th</sup> each year; St. Anne School which is due on July 31<sup>st</sup> each year.
- Work with the Property Manager to report on the church's rental properties in regards to their financial performance and expenses.
- Report and track on the financial aid rewards for school families. This entails being a member of the Tuition Assistance Committee and reporting financial aid to the Principal and to the Diocese. It also entails notifying the families of their financial assistance and educating them in the process. The information also needs to be entered into the FACTS system used by the Diocese of Richmond.
- Supervise the work performed by the bookkeepers for the church and school. Encourage information sharing to preclude single points of failure. While their primary duties involve payroll through the use of Kronos and accounts payable check writing and recording (ParishSoft), collaboration and good communication is required with the church staff, school faculty & staff, parishioners, school families, vendors, and diocesan personnel. The school bookkeeper is also involved in the set up and collection of tuition through the FACTS system used by the Diocese.
- Assist the school with collection of tuition and other receivables.
- Take responsibility of being the financial liaison between the Diocese and all three parishes.
- Act as primary contact and officer for internal audits conducted by the Diocese in regards to the church and school and/or the State of Virginia in regards to the bingo operations.
- Perform other projects, reports or duties required by the Pastor or Principal.