

Business Manager Job Description

The Business Manager is responsible for the administration and management of the parish business operations, ensuring that the financial, administrative, human resources, and operational needs of St. Thomas Aquinas Parish are effectively managed in support of the parish's mission. The Business Manager is also responsible for the management of all of the properties and facilities of the parish. The business manager reports directly to the Pastor, and works closely and collaborates with the parish staff, school administration, Finance Council, and vendors to ensure sound stewardship of parish and school resources.

Business Management and Human Resources

Supervise and lead the facilities and maintenance department

Participate in the preparation of the annual budget for the parish and school in conjunction with the finance office

Ensure compliance with ASF policies and procedures

Ensure business practices for the parish meet or exceed the standards of the parish and the Archdiocese of Santa Fe

Oversee parish purchasing procedures

Manage building and construction projects

Manage human resources functions including recruiting, hiring, onboarding, development, and record keeping in conjunction with the pastor and department heads.

Oversee employee benefits administration and ensure compliance with relevant labor laws.

Process bi-weekly payroll and ensure compliance with federal, state, and Archdiocesan payroll regulations and maintain all required records.

Facilities Management

Oversee the maintenance and upkeep of all parish facilities and property

Supervise maintenance and janitorial staff.

Ensure compliance with safety and health regulations

Manage real estate and property insurance matters

Manage Internet and Technology (IT) services

Utilities and Vendor Management

Manage utility accounts including electricity, gas, water, internet, and telephone service

Review invoices and monitor expenditures for operational efficiency

Solicit bids and negotiate contracts for services and major purchases when appropriate

Maintain positive relationships with contractors, vendors, and service providers and maintain contracts and files

Leadership and Administration

Assist the Pastor with his administrative responsibilities of the parish and parish school

Provide guidance and supervision to supervised staff

Promote collaboration among parish departments and parish school

Attend staff meetings, finance council meetings, and other meetings requested by the Pastor

Support parish ministries and special events through effective administrative planning and supervision regarding parish and ASF policies

Support the principal and vice principal of the parish school

Maintains all business records for the parish

Perform other duties as assigned by the Pastor, including for the parish school

Skills and Abilities

- Ability to maintain highest level of confidentiality in all matters
- Ability to manage projects simultaneously
- Strong problem-solving and decision-making skills
- Proficiency in payroll software, MS Office Suite, Parishsoft
- Ability to work collaboratively with staff, volunteers, and the parish community