



**St. Theresa of the Child Jesus Parish
South Attleboro, MA**

Founded in 1925, St. Theresa of the Child Jesus Parish is located in South Attleboro, MA. We are a Catholic community of approximately 800 families blessed with parishioners of all ages.

Job Description: Business Manager

Job Summary: The parish business manager serves as the managerial resource in support of the parish priest. The parish business manager has direct responsibility for all parish administrative functions to include but not limited to parish policies and administrative procedures; coordination; finance; facilities and grounds; human resource management; parish programs; resource development; and other functions necessary to maintain a responsive parish to the Bishop and the parish community. The parish business manager works independently and meets with the parish priest to review priorities, work results, and to discuss solutions to any challenges facing the parish.

ESSENTIAL FUNCTIONS: The parish business manager applies professional skills, knowledge and abilities in the administration of the parish and works independently without specific direction using considerable judgment and effective communication. The parish business manager collaborates with the parish priest regularly.

Financial Responsibilities:

- Responsible for safeguarding parish assets to ensure the efficient stewardship of parish resources.
- Prepare, administer and review the budget process in collaboration with the parish priest, the finance council, and the parish council.
- Act as parish liaison with the diocesan office in financial matters including any requests for parish expenditures of more than \$10,000.00.
- Review and recommend approval of all requests for purchases.

Administrative Responsibilities:

- Coordinate fundraising efforts as necessary.
- Direct the operation of the parish office.
- Maintain the required human resources files and records.
- Oversee the operation of parish office technology and equipment.
- Establish guidelines for volunteers.
- Develop and maintain an ongoing maintenance plan for the parish facilities.
- Maintain an effective and responsive diocesan Safe-Environment program and protocols to safeguard parish children and vulnerable adults.
- Maintain a schedule for volunteers or staff to open and close the facilities.
- Ensure the parish is in compliance with Diocesan policies.
- Prepare reports for the parish community concerning finances and the general administrative state of the parish as needed.

- Understand Catholic social teaching and apply it to parish policies, procedures, and priorities.
- Maintain confidentiality in all areas of responsibilities.
- Perform other duties assigned by the parish priest.

St. Theresa of the Child Jesus Parish offers a competitive compensation program commensurate with experience.

Please submit your cover letter and resume to: Peter Powers, Executive Director of Human Resources and Administration, E-mail: ppowers@dioc-fr.org; Confidential Fax: (508) 689-7920; Mail: Diocese of Fall River, 450 Highland Avenue, Fall River, MA 02720

Equal Opportunity Employer