Job Description

Title: Operations Director - Parish

Reports to: Pastor and functionally to the Director of Vicariate Operations

FLSA Status: Exempt

Date: August, 2018

Position Summary

The Operations Director serves as professional administrator and strategic leader at one or more Parishes of the Archdiocese of Chicago.

In this critical role, the Operations Director will work closely with the Pastor (and Principal, as applicable) and the Director of Vicariate Operations to drive positive financial performance of the Parish.

The Operations Director assists the Pastor with the stewardship of the human, financial, and physical resources of the Parish, in accordance with Archdiocesan policies and guidelines. This role will have responsibility for leadership of operations staff (bookkeepers, office, and maintenance staff).

Responsibilities

A. FINANCIAL MANAGEMENT

- Prepares, evaluates, and communicates the Parish (church & school) budgets, annual reports, profit & loss, balance sheet, accounts receivable, accounts payable, and general ledger.
- Develops monthly variance reports and reforecasts. Reviews all reports with the Pastor and Principal (as applicable).
- Ensures proper internal controls are in place and followed.
- Serves as Parish representative to banks, manages accounts, and identifies and resolves discrepancies.
- May perform bookkeeping functions including but not limited to, payables and receivables and all other Parish (church and school) revenue and expenses.
- Oversees purchasing, contract negotiations and vendor relationships.
- Acts as the staff liaison to Parish Finance Council; supports School Board as applicable and necessary.
- Coordinates capital campaign pledges and collections, fund raising events, pledge drives, Parish offertory collections and stewardship.
- Utilizes Archdiocesan best practices.
- Confirms that all federal, state and local taxes are paid in accordance with federal, state and local regulations.
B. SCHOOL SUPPORT
- Develops and manages the school economic model to assess the financial impact of initiatives (e.g. enrollment vs. tuition price vs. discounts vs. cost).
- Supports the principal in developing assumptions for the annual budget.
- Reforecasts school finances each fall after enrollment season.
- Supports and assists the Principal and Pastor in all school financial management matters.
  - Tuition setting process
  - Tuition collection process
  - Financial aid process
  - Expense tracking and management
- Serves as a member of the School Financial Aid Committee.

C. BUILDINGS MANAGEMENT
- Manages major repairs, renovations and capital projects in accordance with Archdiocesan policies.
- Acts as liaison to Archdiocesan administrative agencies.
- Manages custodial maintenance functions.
- Acts as a resource for the Building Committee.
- Is responsible for Parish security, leasing, rental, use of Parish facilities, and acts as a liaison to local government agencies.

D. HUMAN RESOURCES MANAGEMENT
- Implements Archdiocesan Human Resources policies; develops Parish specific job descriptions and manages Open Enrollment.
- Manages payment of salaries and benefits.
- Oversees the management of the Parish office (as applicable).
- Manages the Parish office staff and employee performance, including completion of performance management practices.
- Evaluates support staff through yearly performance reviews
- Oversees implementation of the guidelines and policies of volunteers.

E. COMMUNICATION/INFORMATION
- Directs/oversees preparation of publication of relevant information presented on the Sunday Bulletin.
- Oversees the maintenance of the Parish census and database.
- Maintains Information Technology including but not limited to computers, internet, telephone, copiers, etc.
- Oversees the management of Parish operational and financial records.

F. PROJECT/TEAM MANAGEMENT
- Manages Parish project plans; identifies needs and required action, tracks and communicates status to relevant stakeholders, identifies challenges to plan progress and completion and makes necessary corrections, and implements initiatives as applicable progress and identifies follow-up actions.
- Organizes and facilitates weekly staff meetings to ensure all necessary information such as project plan status, new assignments, and status of regular responsibilities is communicated to and by team members in a timely manner, and identify and address any challenges to progress and success.
• Brings ideas, plans, and best practices to the Parish from Vicariate and Archdiocesan meetings.

G. Perform other responsibilities as assigned.

Requirements

• Undergraduate Degree in Business, Accounting, Finance, or related discipline, or equivalent professional experience.
• Three years’ experience in Accounting, Finance, or related business practices. Experience with a not-for-profit organization or in Church management is a plus.
• Demonstrate understanding, respect and support of the Catholic Church teaching, mission and values.
• Knowledge of safety and security practices.
• Experience in Human Resources practices, including people leadership, interviewing and selection, policy application, and employment practices laws.
• Strong proficiency in QuickBooks and Microsoft Office, especially Excel.
• Strong verbal and written communications, interpersonal, multi-tasking, and organizational skills.
• Ability to work in team environment and has a “Service Mindset” when working with others.
• Able to identify opportunities for improvement, evaluate issues and situations, and propose and implement recommendations/solutions.
• Can be entrusted with highly confidential information.
• Strong drive to achieve results.
• Able to travel to other Archdiocesan locations.

Physical and Mental Requirements

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<th>0 – 24%</th>
<th>25 – 49%</th>
<th>50 – 100%</th>
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<tbody>
<tr>
<td>Seeing/Comprehension</td>
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<td>X</td>
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<tr>
<td>Hearing</td>
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<td>Walking/Standing</td>
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<td>Climb/Stoop/Kneel</td>
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<td>Hand/Finger Dexterity</td>
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The above chart indicates the approximate amount of time the employee will be required to use each of these abilities.