

**SAINT MARIA GORETTI**  
**JOB DESCRIPTION**  
**March 12, 2023**

Title: **OPERATIONS MANAGER**

Grade: 5 (Exempt)

Supervisor: Pastor

Hours: 8:00am- 4:00pm; 40 hours/week (M-F) in addition, as required for attendance and participation in committee meetings.

**Purpose and Scope**

Under supervision of the Pastor is responsible for successful day to day operations of the parish which includes but is not limited to facilities, maintenance and computer services oversight, human resources and the financial and temporal affairs of the parish, as appropriate, in accordance with diocesan recommended internal control procedures.

The leadership of this role is framed by necessary approvals from the Pastor, in concert with the Parish Finance Council and in accordance with the Policies, Procedures and Guidelines set forth by the Archdiocese of Philadelphia.

**Essential Job Functions**

*Facilities and Maintenance*

- Establishes and monitors preventive maintenance programs for all properties.
- Solicits, reviews bids and quotes, and negotiates vendor contracts for routine services and capital expenditures.
- Secures authorizations/approvals required for expenditure.
- Oversees and/or directly supervises any major construction, improvement or repair.
- Directs maintenance and custodial staff.
- Primary contact for all tenant issues associated with Mater Dei.
- Coordinates all matters regarding liability, insurance, and safety in the parish
  - Works closely with Porter Curtis on any questions and concerns with insurance coverage (i.e. Certificates of Insurance and diocese insurance procedures.)

*Human Resources*

- Communicates with the Archdiocese Human Resources Office and parish staff with regard to general HR-related issues such as Policies/Procedures, employee matters (handbook, insurance, compensation guidelines, best practices, etc.) including but not limited to
  - Annual open enrollment calculations and staff communications
  - Insurance and benefits issues questions
  - Handbook review and updates
- Administers HR policies in collaboration & compliance with the Philadelphia Archdiocese (AD) and all applicable state/federal laws
  - Process AD Driver Authorizations & test for eligible employees/volunteers
- Responsible for on-boarding new hires/temps and/or employee separation to ensure compliance with necessary paperwork, policies and benefits coverage in a timely manner
- Manages job description updates on an annual basis.

- Ensures each parish role has detailed written documentation related to performing the position, including, but not limited to, computer system access.
- Participate in Archdiocese projects, address requests and communicate to Pastor and parish staff as appropriate.

#### *Financial Management (primary)*

- Oversees and is responsible for financial operations, ensuring compliance with diocesan policy and procedures and all other legal statutes. Raises concerns and any anomalies with Pastor and/or Finance Council Chairperson
  - As a standing invitee and consultant to the Parish Finance Council, raise relevant financial topics for discussion, approval or decisions
  - Assures, in collaboration with parish staff and the finance council, that all expenses are controlled within budgetary restraints and forecasts
  - Provides collaborative and strategic counsel regarding to budget and expenditures
  - Establishes and monitors appropriate Accounting controls, processes and procedures
  - Prepare for Parish Audits
- Accountable for timely, accurate and insightful financial reporting to the Pastor, Parish Finance Council, Agencies and the Philadelphia Archdiocese
  - Drafts parish financial statements and provides summary reports to the Finance Council for discussion and approval prior to publication
  - Collaborates with the Pastor and Finance Council to prepare, administer and review the annual budget
- Provide investment recommendations when requested and/or management when needed.
- Manages bookkeeper functions performed by other staff, ensuring all recordkeeping is current and accurate; provides guidance on issues/questions.
  - Establishes clear accountabilities for routine and non-routine work,
  - Delegates work with clear expectations and deadlines, within the approved time allotted to perform these functions.
  - Provides both informal and formal performance feedback in a constructive and supportive manner
  - Ensures staff has appropriate communication and training/development
- Ensures proper check/balances, compliance and SOPs established for recordkeeping

#### *Bookkeeping Related*

- Perform as noted with bookkeeping entries utilizing QuickBooks:
  - Cash Receipts Cycle
    - Records to appropriate accounts (I.e. Parish Ministries, as appropriate)
  - Accounts receivable
  - Accounts payable/Cash Disbursements Cycle
    - Process vendor invoices for payment
    - Prepare checks for signature by the Pastor

- Records checks in the general and cash disbursement journal
- General Ledger
  - Prepare monthly journal entries
  - Reconcile bank accounts and other general ledger accounts
  - Track and disburse (provide check to) any 2<sup>nd</sup> collection or special fundraising endeavor
- Payroll- Primepay – 3<sup>rd</sup> Party
  - Provides information necessary to payroll services (Primepay) for employee wages and to assure proper withholdings and deductions
  - Ensure employee policy compliance for vacation and sick time from automated Primepay system
  - Liaise as needed for any Diocesan reports

#### **Additional Job Functions**

- Perform any job-related tasks for the smooth flow of operations within the parish
- Contributes to team effort for a professional office environment and maintains good working relationships with all diocesan and parish staff and parish community, in general.

#### **Knowledge, Skills and Abilities Required**

- Excellent written and verbal communication and ability to maintain confidentiality
- 5+ years managerial skills; 10+ years relevant experience
- Advanced knowledge and skills of multi-media systems and software: MS Word, MS Excel; Parish Data Systems (PDS), QuickBooks, internet
- Ability to prioritize and project manage multiple projects simultaneously
- Working knowledge of facilities and maintenance operations
- Working knowledge of human resource management relating to office working environment
- Working knowledge of general bookkeeping, payroll and accounting practices using automated and computerized accounting systems
- Ability to make decisions in a timely manner
- Ability to collaborate and influence without authority
- Maintain current knowledge of diocesan financial policies and procedures
- Knowledge of Catholic Church vision, teachings; structure and policies

#### **Education Required**

- Bachelor's degree in Accounting or related field and a minimum of 10+ years of relevant related experience
- QuickBooks Training
- SAFE environment training