

**June 25, 2020**

### **Business Manager for Saint Lawrence Catholic Church-Indianapolis**

Saint Lawrence Catholic Church is seeking a part time Business Manager, 20-25 hours week. This position will require the ability to multitask within an excellent and collaborative parish environment. Compensation based on experience.

Functions of this position include the management of Accounting, Human Resources, Facilities, Gaming, Security, Technology, and Stewardship. For a more complete description please contact Jim Mann, [jmann@saintlawrence.net](mailto:jmann@saintlawrence.net)

### **Position Functions to be sent to those seeking more information**

#### **Business of the Parish**

- Assist Fr. Tom    Serve on Finance Council
- Accounting, Facilities, Maintenance, Human Resources, Technology
- Understand and work with the guidelines of the Archdiocese of Indianapolis
- Understand and work with local and state government regulations
- Staff contact for HR, work and position responsibilities
- Work with volunteers
- Other assignments as assigned or needed by staff of the Parish Office or School

#### **Accounting**

- Bank reconciliation.    Maintain separation of duties
- Manage the payroll process, knowledge of Paylocity is helpful
- Lead staff in best practices for accounting
- Invoice approval and assigning the appropriate accounts for the expense
- Budget development in collaboration with the school principal, finance, and Fr. Tom
- Help with large fund raising events, Fall Festival, Fr. Beechem, and Annual Raffle
- Understand the Indiana Gaming laws and implement procedures for events
- Annual Report to the Parish, Annual report to the Archdiocese
- Annual stewardship campaign and Capital campaigns as they occur

#### **Maintenance, Facilities and Technology**

- Insure a safe environment for the staff and parishioners
- Consult with others as needed for the purchase of large items/systems, and infrastructure
- Lead Church maintenance staff, help with school as needed by principal
- Work with the school and their technology needs
- Work in the selection of vendors and other resources needed for Saint Lawrence
- Help with cafeteria as needed

#### **Security**

- Work with 3<sup>rd</sup> party vendors for Video, Burglar, and Automated key pad entry