

# POSITION DESCRIPTION

**TITLE:** Cathedral Business Manager

**IMMEDIATE SUPERVISOR:** Cathedral Canon Pastor

**EMPLOYMENT STATUS:** Full-time Exempt

**JOB SUMMARY:**

The Cathedral Business Manager is responsible for the day to day financial functions for the Cathedral, including all staff compensation and benefits and all financial processes and profit responsibility for the Cathedral Book Store.

**KEY OUTCOMES:**

The Business Manager ensures that the financial life of the Cathedral is planned, prepared, and managed competently and transparently.

Financial Responsibilities:

- Prepare and monitor Cathedral budget.
  - Work with the Cathedral Treasurer and Finance Committee to ensure that an annual preliminary budget successfully meets Council approval.
  - Analyze Cathedral budget on a monthly basis; work with and provide necessary support to the Treasurer to ensure that all necessary financial reports and recommendations are presented at Council meetings. Operating budget of 1.5 million
  - Provide consultation and support to others who have budget responsibilities in budget tracking and cost analysis of programs.
  
- Accurately perform financial administration transactions.
  - Prepare all disbursements for Treasurer authorization.
  - Perform accounting tasks for the Cathedral and Foundation including bank deposits, ledger postings, member statements, pledge records for Stewardship Committee, invoices, etc.
  - Oversee and monitor all expenditures on behalf of the Cathedral for programs run by volunteers.

Administration Responsibilities:

- Manage the Cathedral Book Store operation and profitability (@\$70,000 operating budget).
  
- Perform Personnel Administration duties for the entire Cathedral Staff.

- Work with the Human Resources Committee to ensure staff job descriptions are developed and maintained, needed resources and training are identified, salary research is performed, and that modifications to compensation and benefits are informed by best practice.
- Analyze and administer all staff benefit programs.
- Manage the budgets of Financial Administration and The Cathedral Book Store. Assit the finance committee in developing a proposed budget and, once approved for a new fiscal year, manage all expenses to the approved budgets.
- Oversee the Columbarium; sales of niches and Common Crypt, record keeping of those interred and updating of the Columbarium book.

Governance Responsibilities:

- Regularly attend and contribute constructively to the following groups:
  - Cathedral Staff.
  - Cathedral Finance Committee.
  - Cathedral Human Resources Committee.
  - Cathedral Foundation.

Other Expectations:

- Attend and participate in semi-annual staff retreat days.
- Participate in diocesan governance and program, as schedule permits.
- Attend all necessary ACS technology/church accounting software trainings to remain effective and efficient.

QUALIFICATIONS: Two-year degree or certificate in Accounting, Finance, Administration, or Operations required; Four-year degree in Accounting, Finance, Administration or Operations preferred; Five to Ten Years applicable experience; Ten years of directly applicable, progressive experience can substitute for education requirement. Knowledge of Non – Profit fund accoujmntyingh helpful; nut not rrequired. Experience with ACS Technology ,Vanco and Tithely helpful but not required.