

Holy Family Church Business Manager

As a parish, Holy Family Church South Pasadena embraces more than 4700 families in our pathway to discipleship. We are now seeking an experienced Parish Business Manager who will join a staff of 30 to manage more than business operations—they will support the mission of the Church and create an environment where clergy, staff, volunteers, and parishioners can thrive in service to one another and to the broader Catholic community.

Position Summary

The Parish Business Manager serves as a hands-on staff resource in support of the Pastor, fulfilling parish management needs in finance, stewardship and administration. We are looking for a leader who is organized, collaborative, proactive, financially astute, and deeply committed to excellence. The Parish Business Manager should possess the ability to build trust, develop people, strengthen systems, and ensure that the day-to-day operations of Holy Family Parish are carried out with professionalism, accountability, and a Catholic spirit of service.

Key Responsibilities

- In collaboration with the Pastor, establishes and maintains internal control procedures to safeguard assets, achieve objectives, and ensure the integrity of financial data
- Coordinates the development of the annual operating budget, authorizes purchases and payment of all bills in a manner consistent with financial policies, and ensures expenditures throughout the year comply with the approved budget
- Oversees the collection and recording of cash receipts, making sure that all funds are accounted for
- Maintains accurate records and ensures timely presentation of financial reports to the Pastor, the Finance Council and the Head Office
- Oversees payroll, ensuring legal requirements are met, reports are filed, and the employees are paid on time
- Monitors and assists all parish organizations or ministries in developing and adhering to their annual budgets
- Oversees the maintenance of all parish membership records
- Assists the Pastor in administering personnel duties such as new hire and termination procedures, maintaining personnel records and administering ongoing personnel activities as they occur

Job Knowledge, Skills and Abilities

- Five to ten years experience in jobs demanding extensive leadership and administration responsibilities within the non-profit sphere preferred
- Working knowledge of Microsoft Office, ParishSoft, QuickBooks
- Working knowledge of accounting principles and procedures required
- Knowledge and understanding of the Catholic Church and its mission

Requirements

- Education: Bachelor's degree required (major in Business Administration, Finance or Accounting preferred)
- Experience: Minimum 5 years in office administration, staff supervision, training, and coaching
- Faith Community: Active, participating member of a Roman Catholic faith community

Join our team and help support the mission of a vibrant Catholic parish. Send your resume and cover letter to Janet Adriano, jadriano@holyfamily.org