



ST. ALBERT THE GREAT PARISH

1250 Wyoming Ave, Reno, NV 89503 ☎ 775.747.0722 🌐 stalbertreno.org

Job Title: Parish Business Administrator
Location: Parish
FSLA: Full-Time Exempt
Reports to: Pastor / Priest Administrator
Salary, Compensation, and Benefits: Health Insurance, Lay Pension, 403B, and others

JOB SUMMARY

The Business Administrator serves as a staff resource in support of the pastor/priest administrator, fulfilling parish administrative needs in finance, buildings and grounds, and personnel. Direct responsibility for the administration of personnel policies and procedures, human resource management, and the financial management of the parish. Applies the professional skills and knowledge of specialized fields to perform work without specific directions using considerable judgment. Collaborates with and advises the pastor/priest administrator.

ESSENTIAL FUNCTIONS

- Uses established protocol to perform financial operations of parish, child development center, and their sub-accounts for St. Albert the Great Parish.
- Review financial operating procedures to ensure compliance with standard internal control practices and diocesan policies.
- Assists with budgeting, bookkeeping, and financial software applications.
- Prepares and reports on the financial status of the parish community and assists in implementing the recommendations.
- Collaborate with School Principal and Childcare Development Center
- Works independently to execute parish financial operations and reports to the Pastor/Priest Administrator.
- Develop and maintain effective working relationships with co-workers and diocesan administration.
- Attends parish and diocesan meetings and training.
- Create and verify for accuracy annual parish financial reports and input the data into the parish annual financial report databases.

PERSONNEL

- Participates in hiring, training, and supervision of the parish staff and volunteers.
- Administers employee benefits including insurance coverage, retirement plan, scheduling, and payroll functions in accordance with the Diocesan policies.

PARISH RESPONSIBILITIES

- Administers parish business operations at the direction of the pastor/priest administrator and consistent with the parish mission.

- Maintains confidentiality in all areas of responsibilities as required.
- Supervises the maintenance staff and manages major repairs or new construction.
- Negotiates contracts with suppliers and construction firms. Coordinates efforts with the Building and Grounds Committee.
- Schedules use of parish facilities and ensures all liability and maintenance needs are coordinated.
- Prepares, administers, and communicates parish security policy.

MINIMUM QUALIFICATIONS

- **EXPERIENCE:**
Three years of experience in the maintenance of financial records. Able to demonstrate managerial or professional experience in accounting or business financial management.
- **SKILLS/KNOWLEDGE:**
Competent bookkeeping, computer, and organizational skills; ability to meet deadlines, maintain confidentiality, and perform all essential functions. Knowledge of the Church's mission in the Diocese of Reno; general accounting methods and practices, including general ledger, accounts receivable and payable, payroll, taxation, and personnel record keeping.
- **ABILITY:**
Ability to work with the pastor/priest administrator, other diocesan administrators, and staff. Work as a team member; manage financial systems, post data with accuracy, prepare financial reports, keep files current, and maintain adequate inventory of office supplies.

Please send your resume to Fr. David Micheal, HGN at mdavidhgn@stalbertreno.org