



Our Lady of Lourdes
Catholic Church

Director of Operations Job Description

Position: Director of Operations, Our Lady of Lourdes Catholic Church

Reports to: Pastor

Position Summary: In accordance with established Diocesan and parish policies and procedures, the Director of Operations assists with the stewardship of the physical, financial, and personnel resources of the parish and parish school. Serving as a member of the administrative team, the Director of Operations values the responsible organization of parish resources, helping the Church to fulfill its mission and purpose.

Essential Duties & Responsibilities:

1. Manages financial records for the parish and school.
 - a. Develops and supervises all internal financial controls per Diocesan policy.
 - b. Manages bookkeeping functions including, but not limited to, payables and receivables and all other parish revenue and expense.
 - c. Reviews monthly, quarterly, and annual reports and financial statements, including journal entries and reconciliations. Monitor general ledgers for all funds. Provides analysis of financial data.
 - d. Oversees management of parish operational and financial records.
 - e. Prepares payroll for approval of the pastor. Ensures all funds withheld in the payroll process are paid in accordance with state, federal and Diocesan policy.
 - f. Prepares parish budget. Acts as liaison to the Finance Council.
 - g. Collects tuition, registration and fees, and after-school care payments from school families. Oversees hot lunch account and provides support for hot lunch coordinator.
 - h. Facilitates fund raising events, pledge drives, and offertory collections in accordance to diocesan policies and procedures.
 - i. Maintains petty cash fund.
 - j. Assists financial auditors and coordinate auditing services and activities when necessary.
 - k. Communicates all necessary information with the Diocesan offices.
2. Oversees building and ground maintenance and upkeep.
 - a. Supervises maintenance and janitorial staff to ensure proper cleanliness of buildings as well as care of buildings and grounds.
 - b. Works with full-time maintenance staff to schedule building maintenance and projects when appropriate.
 - c. Assists Pastor with overseeing major repairs, renovations, and capital projects according to Diocesan policy and procedures.
3. Supervises Human Resources requirements of the parish.
 - a. Manage the maintenance of parish and school personnel records including insurance and employment documents.
 - b. Implements the guidelines and policies for staff and volunteers. Administers salaries and benefits programs.

- c. Writes employee job descriptions and contracts to be approved by the pastor and principal.
- d. Participates in hiring, discipline, and termination of staff as necessary. Works with pastor and principal to determine staffing needs.
- e. Establishes and maintains personnel evaluation process.
4. Directs the operation of the parish office and school.
 - a. Assists with meeting the needs of the parish office staff.
 - b. Monitors the equipment of the parish office and school and orders new equipment when necessary.
 - c. Monitors office and school supplies, orders more when necessary. Maintains contracts of office equipment.
 - d. Collaborates with pastor and principal to maintain oversight of parish and school resources.
5. Attends staff meetings and other meetings as required.
6. Works within the approved budget, develops and implements cost saving measures, and conserves organizational resources.
7. Other duties as assigned.

Qualifications:

- Practicing Catholic in full communion with the teachings of the Church.
- Minimum of Bachelor's Degree in a related area (Business, Accounting, or Finance); or commensurate experience.
- Minimum of 4-6 years management and/or business experience.
- Strong supervisory skills and ability to work well with others with proven ability through experience.
- Oral and written communication skills with attention to accuracy and detail.
- Exhibits high degree of confidentiality, good listening, and comprehension.
- Completes work in a timely manner.
- Able to review processes and develop plans for process improvement.
- Self-motivated and able to work with minimal supervision.
- Computer literate with proficiency in Microsoft Office, Quickbooks and other software programs.
- Able to identify problems, gather information, analyze, and develop a solution.
- Excellent interpersonal skills.
- Reacts well under pressure.
- Commitment to continuous learning.
- Ability to adapt in an environment of constant change.
- Valid driver's license.

Working Environment:

Business Administrator works in a normal office setting. Must be able to lift 30 lbs. Position is a full-time, exempt position; evenings and/or weekend work may be required.

Signature

Date