

**St Joseph on the Rio Grande Parish
Parish Administrator
Position Description**

Reports To: Pastor

Direct Reports: All Parish staff to include Front Office Staff, Director of Youth Faith Formation, Maintenance Engineer, Youth Ministry Manager, Technology Consultant and other positions as assigned.

Position Status: Full-Time Regular—Exempt

Purpose:

The ministry of the Parish Administrator is to care for and manage the temporal affairs of St. Joseph on the Rio Grande Parish (“the Parish”) enabling the Pastor to meet the spiritual needs of the Parish and to preside over all the affairs of the Parish.

The Parish Administrator will work cooperatively with the Pastor, pastoral staff, parish leaders and other staff members to provide for an efficient, safe and effective pastoral environment. The purpose of this position is to provide effective oversight of and leadership to all parish administrative functions and support to all parish ministries. The Parish Administrator is the chief operating officer of the Parish.

GENERAL RESPONSIBILITIES:

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner which is consistent with and supportive of the mission and purpose of the Church. Their public behavior must not violate the faith, morals or laws of the Church, the Archdiocese or the Parish in such a way that it gives rise to scandal.

Job Responsibilities and Duties:

This position requires a working knowledge of the Archdiocese of Santa Fe Parish Administrative and Policy Manual (“ASF Policy”). All functions of the Parish, to some degree, are controlled by the policies and procedures contained in this manual. Thus, all of the fiscal and management responsibilities listed below are done so in light of this manual:

Financial Management:

- Serves as a Parish contact with financial institutions and the Archdiocese Finance Department and auditors
- Monitors Parish business internal controls per ASF Policy
- Oversees the maintenance of the Parish checking and savings accounts. Oversees accounts payable process
- Monitors the collection, counting, recording and depositing of Parish revenue including electronic transfers, United Way and other sources
- Oversees the work of the Parish bookkeeper in the receipt, deposit and disbursement of all Parish funds
- Reviews and secures approval for all parish contracts. Monitors existing contracts to ensure compliance

- Oversees the purchasing process and maintenance of vendor relationships
- Oversees the preparation of monthly financial reports to ministries and committees
- Monitors and maintains proper cash flow control to meet Parish obligations
- Works with the Pastor, Parish Finance Council and the parish bookkeeper to prepare an annual budget, and implements it upon approval
- Works with the appropriate committees in planning and promoting stewardship, the Annual Catholic Appeal and any capital fund campaigns
- Administers any required Parish audits or reviews per ASF Policy
- Oversees administering of the payroll for Parish employees
- Assures all tax reports are promptly paid and timely filed
- Determines eligibility for the school operational subsidy

Personnel Management

- Develops and administers the personnel policies and procedures of the Parish
- Administers Parish salary and benefit policies as directed by the Pastor and ASF Policy
- Maintains personnel records
- Approves timecards and time sheets for payroll. Oversees preparation of monthly reports and end of year W-2's, 1099's and other payroll reports
- With the Pastor, administers the performance evaluation system for Parish staff
- Hires and terminates support staff in consultation with the Pastor and according to ASF Policy
- Periodically reviews wage and salary structures, personnel practices and benefits and makes recommendations to the Pastor
- Assures the Parish's compliance with federal and state labor laws
- Coordinates the vacation schedule
- Coordinates and prepares Parish response to liability and legal concerns in cooperation with the Archdiocesan offices as appropriate

Properties Management

- Oversees the church's maintenance program
- Develops and administers policies and procedures concerning the use of all Parish properties, and facilities
- Assists the Parish Building Committee in its work with architects, contractors and others in evaluation, planning, building, remodeling and equipping Parish buildings
- Oversees the energy management system
- Oversees the coordination of facilities management to ensure all activities and events held in the Parish are in accord with the Parish Mission Statement
- Oversees the security of the Parish including key access
- Maintains an inventory of Parish property and equipment
- Works to ensure that any Parish activities and/or issues with the physical plant are in accord with reasonable risk management policies and procedures

Office Management

- Responsible for ensuring that office staff provide a customer service oriented environment for parishioners
- Gives general direction to the weekday operation of the Parish office, and supervises the secretarial, clerical and office personnel as assigned
- Sees to the maintenance of all office equipment and computer systems

- Ensures that the Parish IT environment is maintained in accordance with ASF Policy and in a manner to support Parish operations
- Facilitates staff training on Parish and/or Archdiocese of Santa Fe computer systems and software and Parish office equipment
- In consultation with the Pastor, facilitates a periodic review of the Parish's IT environment
- Administers the parish office budget and building and grounds maintenance budget, including utilities and contract services
- Responsible for coordination of Parish communications to include Parish website, bulletin and Parish mailings

General

- This position requires a person to administer Parish business operations according to ASF Policy, participate in Parish and Archdiocesan faith building programs and activities as directed by the Pastor and has an understanding of Catholic social teaching and applies it to Parish policies
- Supervises or directs the maintaining of Parish membership and sacramental records
- Obtains advice on legal, business and tax matters for the Parish
- Organizes and participates in weekly staff meetings
- Attends staff meetings, Finance Council, Pastoral Council and other meetings appropriate to the position. Attends Archdiocesan meetings where appropriate to represent the Parish and/or for training and development
- Facilitates the organization of volunteer help, as needed
- The person must maintain confidentiality in all areas of responsibilities as required
- Other duties as assigned

Job Skills and Requirements

- A bachelor's degree in business and/or a related field
- Applicable experience preferred. Related experience will be evaluated on a case by case basis
- A committed Catholic and a regular participant in a parish, though not necessarily at St. Joseph on the Rio Grande Church. A letter of recommendation from the applicant's pastor is required
- The ability to manage a consensus decision-making process
- Knowledge of computer systems, including word processing, electronic communication software, membership software, and financial reporting and accounting software
- Timely and consistent attendance and availability in the evenings for committee meetings
- Excellent verbal and written communication skills

Please submit ASF Application, resume and letter of recommendation to St Joseph on the Rio Grande 5901 St Joseph Dr NW Albuquerque, NM 87120 Attn: Search Committee or via email to SJRGjob@gmail.com no later than December 30, 2011