

St. John the Baptist Catholic Church in New Freedom, PA is looking to hire a dynamic, hardworking person with a passion for parish life who can take on many organizational and administrative responsibilities to assist the Pastor as PARISH MANAGER and join our productive team. This individual reports directly to the Pastor. Salary will be commensurate with education and experience. If you are a working supervisor who is organized, strong in leadership, human resources, planning, teamwork, have a missionary vision, and have the right experience for the job, then apply for the position of PARISH MANAGER – St. John the Baptist Catholic Church, 315 N. Constitution Avenue New Freedom, PA. 17349. Please email your response, qualifications, and Resume to rmentzell@sjbnf.org.

Qualifications

- Bachelor's degree or acceptable combination of related experience with proven experience in senior administration, supervisory, personnel, and leadership positions
- Mature, responsible, dependable, possessing strong managerial skills with an in-depth understanding of business and accounting principles as well as a sound knowledge of human resource management and supervision of personnel
- Articulate, with efficient time management skills, a high level of flexibility, efficiency, productivity and accuracy, and the ability to maintain confidential information and strict confidentiality
- A minimum of four years of experience with contracts, records management, and electronic communications
- Highly organized with excellent problem solving and critical thinking skills
- Excellent organizational, analytical, interpretative, and human relations skills
- Excellent interpersonal, oral, and written communication skills with the ability to work collaboratively within a diverse parish community
- Practicing Catholic with active participation in the Roman Catholic Mass and Worship
- Ability to learn and apply relevant local regulations, and diocesan policies
- Ability to work proactively and independently, or as part of a team
- Flexibility and agility in managing a diverse set of responsibilities and priorities
- Good knowledge of Windows-based software (MS Office Suite, One-drive) with strong Word skills, relational and Excel databases, desktop publishing skills, and social media platforms
- Experience with database management and/or membership software an asset (ie: PDS, VANCO)
- Knowledge of facilities management and maintenance operations
- Knowledge of a multi-site networks and telephone systems a plus
- Demonstrated service orientation to work enthusiastically with people of all ages, cultures, clergy or lay, staff, parishioners, and the public
- Knowledge of team ministry and experience working with volunteers
- Successfully complete clearances through the Diocese of Harrisburg Child Protection Program
- A missionary spirit and a sense of service with a commitment to personal formation
- A spirit of generosity, positive attitude, motivated self learner, and desire to serve the community and to commit time and talents to the parish
- Willing to work a flexible schedule, including occasional outside normal hours (including evenings and weekends as required)

Duties include the following:

Administrative Responsibilities:

- Serves as personnel director & supervisor for the parish office, maintenance, and custodial staff. Makes recommendations to the pastor for hiring, direct supervision, scheduling, assignments, staff development, & completion of performance reviews. Furthermore, collaborates with pastor to ensure that personnel policies are published & implemented & that all diocesan policies & guidelines are implemented. Manages all matters pertaining to workers compensation claims.
- Oversees the day-to-day administration of the parish office, to include the activities of volunteer and paid staff office staff.
- Oversees the operation of the parish office computer network, office machinery and equipment. Analyze the need for technical support, the purchase of appropriate equipment and software as well as the maintenance of existing equipment and software.
- Collaborates with the School Principal & Director of Religious Education in making recommendations for hiring of personnel & consults in matters relating to staff concerns.
- Assists the School Principal in the collection of delinquent tuition payments.
- Administers existing contracts and facilitates the creation of new contracts with outside contractors.
- Serves as a liaison with parish organizations and committees, which involves the implementation of parish and diocesan guidelines, relaying concerns of the pastoral staff and when appropriate, participating in meetings.
- Coordinates activities of parish committees, and organizations to include scheduling and overseeing use of parish facilities.
- Serves as ex-officio member of the following: Building and Properties, Finance Council and Pastoral Council.
- Assists parish Finance Council in planning the budget as appropriate.
- Oversees the administration of the parish financial accounts.

Financial Responsibilities:

- Ensures that all Diocesan financial policies are implemented in all areas of parish functions & procedures and that all parish organizations adhere to Diocesan policy.
- Adheres to all guidelines and deadlines of the Diocesan accounting system and completes payroll and benefits information required by the Diocesan office.
- Oversees and or coordinates the Bishop's Annual Lenten Appeal.
- Assists in preparing and monitors the annual parish budgets and directs office personnel in financial areas.
- Reviews, interprets and analyzes monthly financial statements and advises the pastor on all fiscal matters.
- Reviews and approves cash receipts and accounts payable: reconciles checking and savings accounts to bank statements monitors petty cash (to include surprise audits):and ensures separation of duties (as much as possible) to create a system of checks and balances.
- Completes employee time reports and keeps record of vacation and sick time.
- Reports to parish committees/organizations and the Parish Finance Council.
- Other related tasks as assigned.

Operational Responsibilities:

- Coordinates the maintenance of the physical plant -- all parish buildings, school, and grounds.
- Oversees plans for building and property enhancement and/or expansion according to diocesan guidelines. Efforts may involve working with governmental agencies, as well as departments responsible for fire, safety and security issues.