



DIOCESE OF SPRINGFIELD IN ILLINOIS

Catholic Pastoral Center

Job Title Business Manager
Division/Department: St. Francis Catholic Property Trust
Reports to: Director, St. Francis Catholic Property Trust
FLSA Status: Exempt
Prepared Date: August 2021 Revised:

Summary

The St. Francis Catholic Property Trust ensures the buildings, grounds, and facilities of the former St. Francis Convent in Springfield, Illinois are preserved, maintained, and well used in service of Catholic formation and religious life. The Business Manager is responsible for the financial and operational management of the Trust's funds, contractual arrangements, and functions of day-to-day operations. The manager will be responsible for the aspects required for the appropriate operations of the property.

Essential Duties & Responsibilities

- 1) Financial Management
 - a) Oversee the funds and expenses of the Trust. Prepares and monitors annual budget, reports forecasts and actuals to the Board of Directors on a regular basis.
 - b) Facilitate regular, quarterly, or semi-annual reviews with the Finance Committee of the Board of Directors, as well as the investment manager selected by the committee (frequency to be determined by the Finance Committee).
 - c) Completes regular accounting tasks such as accounts receivable and payable, payroll, petty cash, etc.
 - d) Maintains financial records in accord with Diocesan policy.
 - e) Communicates with vendors and property tenants as applicable.
 - f) Implements sound control measures to maintain reasonable cost of utility and maintenance expenditures.
- 2) Operations Management
 - a) Under the direction of the Director, procure proper insurance and ensure compliance matters are dutifully and prudentially managed.
 - b) Write and post employee schedules as needed.
 - c) Monitors, edits, and approves the timecard program for employees. Communicates any edits and discrepancies to staff.
 - d) Investigates and evaluates new housekeeping supplies and equipment and makes recommendations to the Director.
 - e) Oversee the master agreement with the food service provider under the supervision of the Director.
- 3) Human Resources Management
 - a) With the guidance of the Director, post job openings, interview, and provide new hire orientation processes.
 - b) Enroll employees in insurance and benefit programs. Maintain employee benefits database.
 - c) Manage employee payroll, personnel and medical records. Provide employees with updated employment information and update employment materials as necessary.

Job Description: Business Manager, St. Francis Catholic Property Trust

- d) Develop appropriate employment policies.
- e) Ensure all employees have attended Protecting God's Children training as required by the Diocese of Springfield in Illinois and completed appropriate background checks.

4) Other duties as assigned.

Education And/or Experience

- Post Graduate studies in Business, Management, or another related field. Appropriate experience may be substituted.

Required Skills, Knowledge and Characteristics

- Must adhere to the diocesan code of conduct and agree to represent the teachings of the Catholic Church.
- Financial acumen
- Strong and proven oral and written communication skills with attention to accuracy and detail.
- Ability to work collaboratively
- Superb organization, time and project management skills.
- Computer literate with proficiency in Microsoft Office, QuickBooks, or other accounting systems. Experience with Payroll systems preferred.
- Ability to adapt in an environment of constant change.
- Valid driver's license.

Physical Demands:

The physical demands of the position are those typically associated with work conducted in an office environment, but also include inspection of grounds. May include assisting with work outdoors. The position requires the person be able to lift up to 30 pounds. Must be able to operate a motor vehicle.

Work Environment:

The Diocesan Pastoral Center and Diocesan properties operate in a smoke-free environment. The employee must be willing to abide by all policies of the Diocese of Springfield in Illinois. The general environment for this position is that commonly associated with a temperature-controlled office setting.

To Apply:

Please send resume and cover letter to Erin Danaher at hr@dio.org. Documentation can also be mailed to:

Catholic Pastoral Center

Attn: Erin Danaher

1615 West Washington

Springfield, IL 62702