

**JOB DESCRIPTION: Director of Operations**

**ACCOUNTABILITY:** Reports to Pastor

**SUPERVISORY RESPONSIBILITY:** Supervises employees and volunteers

**FLSA STATUS:** Exempt

**HOURS:** Full-time

**GENERAL SUMMARY:** This position is for an experienced business-oriented leader supporting the Pastor and Senior Leadership Team through effective administration of the business of the parish in support of the parish core values, vision, and mission.

Responsible for all business and administrative functions of the parish, including accounting, financial, human resources, and the maintenance of all parish facilities and equipment.

**PARISH MISSION STATEMENT:** We exist to joyfully worship God and raise up Spirit-filled disciples.

**PRIMARY DUTIES AND RESPONSIBILITIES****A. Finance**

1. Prepare a yearly budget that aligns with the parish vision and strategic planning goals (in consultation with the Senior Leadership Team and Parish Finance Council).
2. Manage all banking activities including the accounting and banking of Sunday collections, payables and receivables. Ensure timely payments and deposits.
3. Manage and prepare all accounting, budgetary, fiscal, and statistical records, with particular attention to annual reports to the Diocese of Lansing and the parish, along with monthly reports to the parish staff and Parish Finance Council.
4. Prepare and administer all payroll functions.
5. Serve with the pastor, as the staff liaison to the Parish Finance Council and periodically report on the condition of the parish's physical assets, along with the administrative status of the parish.
6. Insure the filing of all required federal, state and diocesan reports.
7. Monitor and oversee budgetary compliance for all departments.
8. Research and monitor service contracts, suppliers and vendors for fair pricing and competitive bidding.
9. Compute and distribute Catholic school and homeschool tuition subsidies.

**B. Facilities**

1. Oversee the management of parish facilities (scheduling, collecting rentals, maintaining insurance coverage, etc.).
2. Oversee all aspects in the care, maintenance, and replacement of all parish buildings and equipment, including the securing of bids, the negotiating of contracts, and the purchasing of supplies and equipment.
3. Assess capital repair needs, and make pertinent recommendations to the pastor, the Senior Leadership Team, and the Parish Finance Council.
4. Supervise all arrangements and contracts with outside contractors.
5. Supervise the development and maintenance of computer assets of the parish, including network, phone systems, internet and parish web page.

**C. Personnel and General Management**

1. Manage all administrative and business activities of the parish, under the guidance of the Senior Leadership Team/Pastor.
2. Manage parish human resources, e.g. salaries, benefits, personnel policies, etc. Maintain the personnel records of all employees and clergy. Develop job descriptions as needed.
3. Hire, train (as needed), supervise, and evaluate all parish maintenance, front office, and bookkeeping/payroll personnel.
4. Develop and recommend to the pastor and other appropriate parish staff persons the necessary policies, methods, and procedures needed for carrying out financial, accounting, and other administrative services.
5. Supervises: accounting, bookkeeping, technology support, parish secretary, maintenance, and janitorial personnel.

**KNOWLEDGE, SKILLS, AND ABILITIES**

Education: Bachelor's degree in accounting, finance, or business. A demonstrated practical understanding of accounting and business practices.

Experience: Minimum of two years of experience as an administrator or manager of an office required. Fluent knowledge of Microsoft Excel, Word, and Outlook required. Must have experience with accounting software. Must have an understanding of Catholic parish organization.

Requirements:

Must be a practicing Catholic and become a parishioner of Christ the King and fully aligned with its mission. Must be able to maintain confidentiality. Must have good verbal and written communication skills in English. Must have demonstrated organizational skills, attention to detail and accuracy. Must be able to handle multiple tasks and to work with volunteers. Participation in the Diocesan Virtus Safe Environment program and passing a criminal background check are required.

Physical Demands:

While performing duties, employee has to sit for long periods of time, use hands in repetitive motion tasks, and answer telephone calls. The position also requires standing, stooping, walking on uneven ground and stairs, and bending, and lifting to 25 pounds. The employee is expected to work onsite during normal office hours, and as needed, in the evenings and weekends. Minimal travel.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities, duties, and skills.