



Saint Stanislaus Church Nashua, New Hampshire

*A parish of the
Priestly Fraternity of Saint Peter
and the Diocese of Manchester, NH*

EMPLOYMENT OPPORTUNITY

Parish Business Administrator

Position Summary

Saint Stanislaus Catholic Church in Nashua, New Hampshire is hiring a Parish Business Administrator to support our growing parish. In conjunction with the parish Pastor, you will be responsible for business and financial administration, managing and supervising parish employees, overseeing physical plant maintenance, contracts and capital improvements, parish social media and communication and other aspects of the management of a Catholic parish. This is an experienced management role essential to our growing parish.

Working under the authority of the Pastor, this position will report directly to him and is accountable to him. Main task will be supervising overall financial day-to-day operations, facilities and property management, office services and human resources of the parish. By supporting the work of the Pastor, the Parish Business Administrator will be enabling other ministries and departments of the parish to function effectively. Another aspect of the position will be to oversee all aspects of communication, grant solicitation, fundraising planning, parish capital campaigns and stewardship. Briefly, this position serves as a responsive administrative liaison between Pastor, advisory councils and parish staff, parishioners, vendors and visitors.

We are looking for a highly motivated and organized individual who can manage his or her time effectively, communicate well with the pastor, other parish clergy, the parish staff, parishioners, volunteers, visitors and vendors. Due to the nature of this position, it is desirable that the incumbent be a practicing Roman Catholic in good standing with the Catholic Church who is registered and active in a parish. Due to the unique nature of the parish, familiarity with the unique needs and nature of a parish using exclusively the Traditional Latin Mass and Sacraments in the pastoral mission is helpful.

Responsibilities (highlights)

- Manages day-to-day financial operations of parish. Provides oversight on adherence of Parish and Diocesan policies.
- Provides financial information to the Diocese as required.
- Manages the parish budget: oversees the bookkeeper. Assists the Bookkeeper and to work with the various software programs used by the parish office including (but not limited to)

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Nashua, NH 03064-2641

(603) 598-0400 tel
(603) 402-9783 fax
www.latinmassnashua.org

ParishSOFT Family Suite, ParishSoft Accounting, Paylocity Payroll system, and the BAS Benefits system.

- Oversees the preparation of internal and external financial statements
- Oversees the maintenance of all parish bank accounts and offertory collections.
- Oversees and monitors the purchasing process of office supplies.
- Facilitates, oversees and manages Parish fundraising programs and capital campaigns
- Ensures the parish is compliant with existing policies and procedures and that the Parish is following best accounting practices, and is current within the accounting system as mandated by the Diocese.
- Serves as the direct supervisor of parish employees including the Administrative Assistant, Parish Secretary and Director of Sacred Music and other future positions that might be added.
- Oversees all aspects of parish social media, the parish website and communications by working with the Pastor, other priests of the parish, parish staff and volunteers
- Oversees hiring process, training, performance and periodic evaluations of office support and parish employees
- Ensures implementation of all Diocesan and Parish operational and HR policies.
- Provides Pastor with regular updates on Parish activities.
- Assures compliance with safety, security and environmental regulations and practices
- Establishes a schedule to review all maintenance agreements or contracts.
- Supervises building maintenance to determine and follow through on special maintenance projects
- Discusses and negotiates appropriate contracts in all areas of concern
- Collaborates with Parish Building Committee in the development and implementation of maintenance program and procedures
- Collaborates with Parish Finance Council and Parish Building Committee to develop long-range capital improvement planning process and projects
- Works with Finance Council to coordinate and assist in oversight of funding options for capital improvements
- Other duties as assigned.

Qualifications

- Bachelor's Degree in accounting, business or a related field and/or 3 to 5 years of commensurate experience
- Strong computer skills and proficient knowledge in computerized accounting systems
- Knowledgeable in or willingness to learn the various software programs used by the parish including but not limited to Unison, Ministry Scheduler Pro, Mass Intentions Online, ParishSoft Accounting, Microsoft Office software (Excel, Word, Power point, Publisher), and Adobe Acrobat.
- Strong interpersonal skills with an ability to communicate effectively and professionally with parish staff, parishioners, vendors, guests and diocesan officials at all levels

- Ability to speak in public and provide training
- Good analytical and troubleshooting skills
- Excellent organizational and planning skills
- Functional knowledge or willingness to learn parish operations
- Experience managing personnel in a professional capacity
- Due to the nature of this position, it is desirable that the incumbent be a practicing Roman Catholic in good standing with the Catholic Church who is registered and active in a parish

Hours & Compensation

- Full time, 40 hours per week
- Medical Plan
- Dental Plan
- Vision Plan
- Paid vacation
- Paid sick leave

Additional Information

- Compliance with Diocese of Manchester Safe Environment polices is required, including training and a background check

How to Apply

Please send your resume to Father John Brancich, Pastor to pastor@latinmassnashua.org or via U.S. Mail with a cover letter detailing your qualifications to: Rev. John Brancich, St. Stanislaus Church, 5 Green Street, Nashua, NH 03064

Applications will be accepted until the position is filled. We appreciate your interest, but please note that we will only be contacting successful applicants.

About Us

Saint Stanislaus Catholic Church, a parish of the Diocese of Manchester entrusted to the Priestly Fraternity of Saint Peter, was founded in 2016 and the Catholic Mass and Sacraments in the Traditional Latin Rites as approved by the Catholic Church through Bishop Peter A. Libasci, Bishop of Manchester, New Hampshire.