

# Our Lady of the Lake Catholic Church

## Job Description

**Job Title:** Business Manager  
**Reports to:** Pastor  
**FLSA Status:** Exempt – Full Time 40 hours/week

**Prepared Date:** 2/03/2026

**Approved By:**

**Approved Date:**

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### **SUMMARY**

The Business Manager oversees the financial management, operational functions, human resources, and facilities that support the mission and ministry of the Church. This role ensures the parish's financial health, operational efficiency, and compliance with Church policies, while working collaboratively with clergy, staff, and parishioners. The Business Manager strengthens the connection between daily operations and the Church's mission and vision, bringing clarity to the work of Sanctifying Hendersonville and is carried out by being humble, zealous and faithful to the Church's mission—remaining family-focused, prioritizing excellence, fostering a welcoming culture, and always being rooted in prayer.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

#### Financial Planning & Budgeting

- Develop and maintain financial models to support decision-making.
- Prepare and oversee annual budgets in coordination with staff and leadership.
- Facilitate multi-year capital budget planning.
- Conduct financial analysis and variance reporting.

#### Accounting & Compliance

- Administer an accounting system following GAAP and relevant laws.
- Ensure compliance with Diocesan policies and not-for-profit best practices.
- Maintain state tax exemption and manage parish debts effectively.

#### Financial Reporting & Oversight

- Prepare financial reports for the Pastor, Finance Council, and Diocese.
- Manage parish revenues, expenditures, and large financial transactions.
- Oversee investments, fundraising, and planned giving programs.

#### Operational & Advisory Role

- Provide financial guidance for day-to-day parish operations.
- Serve as a liaison with financial institutions and manage banking services.
- Oversee contracts, purchasing, and financial stewardship activities.

#### Audit, Risk Management & Compliance

- Manage Diocesan financial audits and implement recommendations.
- Ensure internal controls, including money-handling best practices.
- Support financial transparency and respond to parishioner inquiries.
- Develop policies and procedures to minimize liability in alignment with state laws and diocesan guidelines.

- Handle workers' compensation and property insurance claims, ensuring proper documentation and follow-up.
- Train staff on incident procedures and reporting.

#### Asset & Property Management

- Protect property and equipment from theft and vandalism, filing reports as needed.
- Oversee the purchase, lease, and sale of office and capital equipment.
- Ensure efficient and effective use of parish assets to support its mission.

#### Security & Safety

- Assess and recommend security measures for the parish.
- Organize staff and volunteer training to mitigate risks (e.g., Active Shooter, CPR, AED, Financial Scams).
- Implement and improve cash control procedures for safety and security.

#### Human Resources & Employee Development

- Develop strategies to coach and support personnel for job excellence.
- Identify training and education opportunities for staff development.
- Maintain job descriptions and oversee annual performance evaluations.

#### Policy & Compliance

- Develop and update the Employee Handbook and HR policies.
- Ensure proper documentation of employee acknowledgments.
- Update and communicate annual employee holidays and office closures.
- Work with the Pastor and legal counsel on personnel-related legal matters.

#### Recruitment & Hiring

- Advertise job openings and distribute applicant details to hiring managers.
- Establish and oversee a compliant interview process.
- Participate in interviews and assist in salary and benefits negotiations.
- Prepare offer letters and benefits packages for new hires.

#### Onboarding & Employee Records

- Manage and improve the onboarding experience.
- Set up digital employee records, Paylocity accounts, and new hire documentation.
- Assist with benefits enrollment and train employees on Paylocity usage.
- Request necessary accounts and purchase technology for new employees.
- Maintain digital and physical employee files, ensuring proper documentation.
- Ensure compliance with state new hire reporting requirements.

#### Payroll, Compensation & Employee Benefit Administration

- Collaborate with the Pastor to administer fair compensation, benefits, and recognition systems.
- Provide employment verifications for loans, credit, or new employment.
- Review and correct timecards, ensuring accuracy and resolving discrepancies with employees.
- Approve and manage vacation and PTO requests, including accruals and audits.
- Handle employee payroll change requests and maintain payroll details, including direct deposit, health benefits, 403B, HSA, FSA, and dependent care in Paylocity.
- Process monthly payroll on time, troubleshooting any issues with the website or app for employees.
- Complete the ACA audit and report to the IRS.
- Participate in Diocesan and Paylocity meetings and ongoing training.
- Oversee payroll system upgrades, launches, and integration with accounting systems.

- Manage yearly benefits enrollment, including Diocesan trainings, and communicate updates and open enrollment requirements to employees.
- Process employee open enrollment and life event changes and troubleshoot benefits-related issues.
- Audit benefit and deduction changes in Paylocity for accuracy and evaluate new employee benefits and retention opportunities.

#### Strategic Initiatives

- Act as a key contributor to the Pastor, demonstrating creative problem-solving and leading strategic initiatives for the parish.
- Oversee projects related to finance, capital improvements, repairs, stewardship, software, and parish initiatives.
- Implement process improvements in Finance, Operations, and Parish Systems.
- Lead and supervise the Finance and Operations Team (Facility Manager, Finance Coordinator, Nursery Manager) and facilitate meetings.
- Attend staff, Finance Council, Stewardship Committee, and Diocesan meetings as directed by the Pastor.
- Build strong partnerships with key parish leaders and represent Our Lady of the Lake in Diocesan initiatives, including process development and software evaluation.

## **QUALIFICATIONS**

### **Business Acumen**

- Bachelor's degree in Accounting, Finance, or Business Administration; Master's degree preferred.
- 5-7 years of experience in financial management, nonprofit administration, or church operations.
- Strong command of accounting principles, budgeting, and financial reporting.
- Proven experience reviewing and negotiating contracts.
- Proficiency with accounting software and financial tools; experience with PushPay and Sage Intacct a plus.
- Working knowledge of HR policies, employment law, and facility management.
- Solid understanding of church operations and responsible financial stewardship.
- Ability to exercise sound, independent judgment within the policies and procedures of the Roman Catholic Church, the Diocese of Nashville, and Our Lady of the Lake Catholic Church.

### **Relatable Personal Skills**

- High energy with the ability to pivot seamlessly between multiple priorities and functional areas.
- High degree of integrity and discretion in handling confidential financial information.
- Analytical thinker with strong problem-solving abilities.
- Demonstrated conflict resolution skills, with the ability to navigate sensitive situations calmly and constructively.
- Excellent leadership, organizational, and communication skills.
- Collaborative team player able to work effectively with clergy, staff, and parishioners.
- Committed, fully initiated, and practicing Catholic, faithful to the teachings of the Church.