

**THE DIOCESE OF COLORADO SPRINGS  
ST. MICHAEL CATHOLIC CHURCH  
(PART-TIME) JOB DESCRIPTION**

**This document was  
last reviewed on  
June 21, 2025**

**Job Title:** Office - Business Administrator/Accounting Manager / Administrative Specialist

**Reports To:** Pastor/Parochial Administrator at the St. Michael Catholic Church

**Department:** Administration

**Full Performance Period:** 1 year **Eligible for Overtime:** No

**Supervisory:** Employees: No Unpaid Staff: No Volunteers: No Contract Workers: Yes Boards: Yes

**Job Titles Supervised:** N/A

**General Purpose:** to assist the Pastor/Parochial Administrator in the daily administration of the parish office and business functions, including financial management/reporting, accounting, contract administration, office equipment requirements, voice/data systems, building/plant management, and human resource policies and procedures.

**Salary:** \$18.00 to \$25.00 per hour DOE (depending on prior, current, and demonstrated experience).

**Essential Duties and Responsibilities (for each business entity unless otherwise noted):**

**Financial**

- Oversee accounting and fiscal donation data entry functions.
- Provide financial information to the Pastor and Pastoral/Finance Councils for analysis of income and expenses.
- Direct the annual budgeting process in collaboration with the Pastor/Parochial Administrator, Parish Staff and Finance Councils.

**Accounting**

- Maintain appropriate files for accounts payable, fixed assets, payroll and general ledger for parish funds.
- Oversee the overall accounting functions.
- Generate payroll on a monthly basis, maintain/complete all reporting associated with payroll, including quarterly wage reports, W-2, and 1099 information, if/as necessary.
- Prepare monthly, quarterly and year-end reports for departments, parishes, diocese, state and year-to-date budget vs. actual for departments, reconcile bank statements, etc.
- Manage the annual fiscal review for parish audit.
- Maintain, develop, implement and communicate Standard Operating Procedures (SOP's), in accordance with diocesan and parish norms, for all financial practices and procedures (including Offertory Money Counters).
- Direct the Offertory process: generate offertory analysis and contributor profile reports, if/as needed.
- Review and balance generated expense reports following major fundraising activities and events.
- Present financial information in both written and verbal form.
- Manage accounting and reporting for any Capital Campaigns.
- In collaboration with the diocesan Systems Administrator, oversee maintenance and updating of associated computer software and hardware for parish.

**Administrative**

- Oversee operation of parish data and communications systems, telephone & computer, in addition to printing and postage equipment.
- Attend and brief quarterly joint Pastoral/Finance Council meetings for the parish on financial matters.

**Facilities**

- Oversee the purchase and prompt payment of capital expenditures.
- Parish staff liaison with owner representative and Architect/Builder during construction or renovation projects.

**Human Resources**

- Maintain current Parish Employee Personnel Policy Manuals.
- Administer compensation/employee benefits programs.

*This description is not intended, and should not be construed, to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with this job. It is intended to be an accurate reflection of the principal job elements essential for making compensation decisions.*

**Decision-making and Supervisory Responsibility:**

	Supervised Positions	Offertory Counters	Volunteers	
HIRING	R	R	R	
ASSIGNING/SCHEDULING WORK	F	F	F	
MONITORING/CONTROLLING WORK	F	F	F	
DISCIPLINE	F	F	F	
PERFORMANCE EVALUATION	F	N/A	R	
SALARY RECOMMENDATIONS	R	N/A	N/A	
DISMISSAL	R	R	R	
BUDGET RESPONSIBILITY	Facilitates annual budgeting process and authorizes PO's for administration			
PROPERTY RESPONSIBILITY	Responsible for the appropriate stewardship of all parish resources, including capital expenditures			
CONFIDENTIAL INFORMATION	Responsible for the security of highly confidential information			

I indicates Input only

R indicates responsibility for Recommending a course of action requiring one other approval

F indicates responsibility for the Final Decision

**Minimum Requirements:**

**Education:** Bachelor's degree in Business Administration, Accounting, Pastoral Ministry or related field preferred. Equivalent training, knowledge, and experience will be considered.

**Experience:** Three to five years experience in business operations preferred. Experience in the non-profit sectors a plus. Advanced computer skills, knowledge of accounting, and 3-5 years of office management experience required.

**Or other background demonstrating application of the following knowledge, skills, and abilities:**

- Knowledge/understanding of the Roman Catholic Church, its mission, and supervisory/management structures.
- Knowledge of financial management/reporting systems.
- Knowledge of accounting and GAAP (Generally Accepted Accounting Principles).
- Ability to organize and prioritize many concurrent tasks.
- Management skills: organizational development, time/volunteer management, administration, budgeting and small group facilitation.
- Excellent written and verbal skills.
- Knowledge of personnel policies and procedures.
- Ability to implement staff leadership and team building programs.
- A commitment to ongoing professional development is essential.
- Ability to present detailed financial information to non-financial individuals and groups.

**Background Investigation:** Due to the job-related access to parish donations (money) and underage children or youth, this position requires a full background investigation (including a credit check).

**Physical Requirements of this position include:**
**FREQUENCY OF REQUIRED EXPOSURE/USE**

<b>WORK ENVIRONMENT</b>	SELDOM	OCCASIONAL	FREQ.
COLD (50 F or less)	X		
HEAT (90 F or less)	X		
HUMIDITY		X	
HEIGHTS	X		
NOISE		X	
VDT/CRT USE			X
DRIVING			X
STANDING		X	
SITTING		X	
WALKING		X	
BENDING		X	
WORK WITH OTHERS			X
REPETITIVE MOTION		X	
<b>OPERATING MACHINERY</b>			
COPIER		X	
TYPEWRITER	X		
TELEPHONE			X
FACSIMILE (FAX)		X	
10-KEY	X		
CALCULATOR		X	
COMPUTER			X
MOUSE			X
PRINTER			X

**FREQUENCY OF REQUIRED EXPOSURE/USE**

<b>OTHER</b>	SELDOM	OCCASIONAL	FREQ.
VISUAL ACUITY: Near			X
VISUAL ACUITY: Far		X	
COLOR DISCRIMIN.			X
HEARING			X
SPEECH			X
OTHER			
<b>TRAVEL:</b>			
LOCAL			X
NATIONAL	X		
INTERNATIONAL	X		

This position requires significant travel to parishes, retreat and meeting centers and out of town for meetings or professional development.

**MOVING EQUIPMENT AND SUPPLIES**

LIGHT (Under 5 lbs.)		X	
MODERATE (5-20 lbs.)	X		
HEAVY (Over 20 lbs.)	X		

**DESCRIPTION OF MOVEMENT**

LIFT/LOWER		X	
CARRY		X	
PUSH/PULL		X	
REACH ABOVE		X	