

# *St. Dunstan's Parish*

Fredericton, NB

(Job Description - Updated February 26, 2018)

**Position:** Business and Facilities Manager  
**Work Location:** MBFC  
**Status:** Full-Time  
**Hours of Work:** 8:00 to 5:00 Monday to Friday – Additional when required.

**Supervision:** This position reports to the Parish Pastor.

**Duties:** This position is responsible for, but not limited to, completing the following activities in a timely and accurate manner:

## **Financial Management**

- Overall responsibility for providing complete and accurate Parish financial records on a timely basis and for developing proper systems of budgeting and controls. Also responsible for overseeing and managing the Parish investment portfolio in accordance with documented Parish Investment Policy. Responsibilities include, but are not limited to:
  - Prepare annual operating budget.
  - Provide comparative financial reporting (year vs. year and actual vs. budget), and cash flow and variance analysis, on a monthly basis.
  - Reconcile Inter-Parish Loan Fund balances on a quarterly basis.
  - Reconcile investment accounts on a quarterly basis.
  - Analyze investment portfolio performance on a quarterly basis.
  - Reconcile bank accounts and petty cash balances on a monthly basis.
  - File quarterly HST returns and rebate applications.
  - Reconcile Parish Friendly balances to QuickBooks balances.
  - Reconcile bequest and life insurance policy balances and terms/conditions.
  - Reconcile pre-authorized debit arrangements and ensure donations are going to causes donors directed them to.
  - Reconcile billings from the Diocese.
  - Update monthly cash flow projections.
  - Review charitable tax receipts.
  - Prepare and file annual charitable tax return.
  - Prepare and file annual financial reports and Chancery assessment calculation for the Diocese.
  - Ensure approved accounting and control procedures are being followed.
  - Review and update financial policies and procedures as needed.

## **Human Resources Management**

- Overall responsibility for supervision and delegation of responsibilities to all office, administrative, custodial and contracted persons. Also responsible for development of employee job descriptions, work plans and performance evaluations. Responsibilities include, but are not limited to the following:
  - Create and maintain a Human Resource policy and procedure manual.
  - Create job descriptions for staff positions.
  - Manage and supervise staff.
  - Prepare and distribute work schedules.
  - Monitor employee performance.
  - Conduct annual performance evaluations.
  - Provide mentoring and training as needed to maximize employee performance.
  - Provide the pastor with monthly vacation and sick time reporting.

## **Facilities, Grounds and Cemetery Management**

- Overall responsibility for upkeep and proper maintenance of all Parish property. Includes managing service contracts, establishing preventative maintenance programs, maintaining records and operating manuals of physical systems, monitoring and managing energy use and managing procurement activities of the Parish. Responsibilities include, but are not limited to the following:
  - Negotiate and manage maintenance contracts for cemetery grave-digging, HVAC systems, snow removal, lawn care, security monitoring, pest control, waste disposal, floor stripping and waxing, window cleaning, carpet cleaning, etc.
  - Monitoring maintenance programs.
  - Managing capital improvement projects to satisfactory conclusion.
  - Reviewing and updating fire prevention checklist.
  - Evaluating insurance coverage (liability, directors and officers, buildings, contents, crime, etc.).
  - Updating and maintaining subcontractor and statement of work policies and procedures.
  - Updating and maintaining accurate cemetery archives.

## **Parish Liaison and Responsible Ministry**

- Liaise with Diocesan office and staff on all financial, human resource, risk management and administrative matters and ensure the Parish is in compliance with all Diocesan requirements. Responsibilities include, but are not limited to the following:
  - Develop responsible Ministry tasks and responsibilities in consultation with the Parish Pastor.
  - Review and update privacy codes and policies
  - Review and update safeguards for personal safety
  - Develop and maintain the Parish website.

## **Timely and Accurate Reporting**

- Overall responsibility for preparation of appropriate management reports and briefings to the Pastor and Finance Council members. Responsibilities include, but are not limited to the following:
  - Complete and distribute financial packages to Pastor and Finance Council members a minimum of one week in advance of scheduled Finance Council meetings.
  - Distribute bank reconciliations to designated Finance Council members a minimum of one week in advance of scheduled Finance Council meetings.
  - Provide the Pastor with written notes briefing him on next week's activities.
  - Provide the Finance Council an annual report of charitable tax receipts issued, broken down by cash donations versus donations in kind.
  - Provide the Finance Council with an annual list of all life insurance policies the Parish is the owner/beneficiary of.

## **Other Occasional Duties**

- Other sundry duties as assigned by the Pastor.

## **Acknowledgement**

I have read and fully understand my duties as the Business and Facilities Manager and acknowledge receiving a copy of this job description.

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Signed by Employee

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Dated