

**BUSINESS MANAGER**  
**ST. MICHAEL PARISH, LIVERMORE, CA**

**Job Title:** Business Manager  
**Department:** Administration  
**Job Grade:** M-5, Exempt  
**Hours:** Full-time, 40 hours/week  
**Reports to:** Pastor  
**Salary range:** \$81K-\$101K DOE

**Position Overview:**

The Business Manager assists the Pastor in the leadership, personnel, facility and financial management of the Parish by managing the implementation and maintenance of policies and procedures required by the Diocese and by civil law. The Business Manager will assist the Pastor in implementing organizational strategies, short- and long-range plans while developing innovative solutions to maximize productivity and success at the parish.

- **Financial Management**
  - Directs the development and implementation of the parish budget.
  - Supervises the counting and deposits of Church donations and receipts.
  - Reviews the monthly bank reconciliations for parish accounts.
  - Review monthly and yearly financial statements for the parish.
  - Attend Parish Finance Council meetings.
  
- **Human Resources/Personnel Administration**
  - Reviews all payroll functions and administers salary and benefits program.
  - Establishes and maintains employee job descriptions for Parish staff.
  - Administers annual Performance Review & Evaluation process with the Pastor for all Parish staff.
  - Ensures all staff and volunteers are compliant with Diocesan Safe Environment requirements.
  
- **Facilities Management**
  - Supervises any major repair and renovation.
  - Reviews proposed maintenance, repair and construction contracts.
  - Assures the condition and cleanliness of all church structures meet expected conditions.
  - Maintains security and safety of church properties.
  - Presents any large facility expenditures to the Pastor and Finance Council for approval.
  
- **Administrative Responsibilities**
  - Consults with and advises the Pastor on business, administrative and operational matters.
  - Directs the management of the parish office.
  - Attends pastoral staff, Parish Council, Finance Council and Diocesan meetings.

- **Parish Leadership**

- Ensures that all parish decisions and strategies are based on the parish mission.
- Be a positive spokesperson for support of parish decisions, including expansion projects, new ministries, parish functions, facility updates, etc.

**Other Job Functions:**

- Performs job functions of staff when needed, i.e. sick days, vacation, etc.
- Participates in Pastoral Staff Meetings and Staff Retreat days.
- Attend parish functions when possible.

**Requirements:**

- A Practicing Catholic who supports, lives, and communicates the teachings of the Catholic Church.
- Bachelor's Degree in Business or Accounting and 3-5 years' previous experience as a Business Manager.
- Excellent organizational and interpersonal skills required
- Efficient with computer and programs including Microsoft Office Suite
- Detail oriented, deadline-aware, helpful, team-minded and personable.
- Ability to maintain confidentiality.
- Flexibility to work occasional nights and weekends.
- Active in a parish.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the parish.

This is a full-time, 40 hour per week position with full diocesan benefits, including health, dental/vision, sick and vacation accruals, as well as retirement contribution of 8% of salary into the Lay Employee Retirement Plan.

**Qualified candidates please submit letter of intent and resume to:**

**Rev. Bich Nguyen [bnguyen@oakdiocese.org](mailto:bnguyen@oakdiocese.org)**

**First review of applications: April 15, 2026**