

# *Loreto House*

1100 N. Bonnie Brae St.  
Denton, Tx 76201

## **Job Description** **Business Manager**

May 29, 2022

Loreto House is a 501-C-3 non-profit pro-life organization. The mission statement is:

To help bring about a “Culture of Life.” In faithfulness to the Magisterium and teachings of the Holy Roman Catholic Church, the Corporation will put into action the “Gospel of Life” and “Theology of the Body” of John Paul the Great. All persons, from conception, till natural death, deserve the dignity given to them as a “Child of God”, made in His image and likeness. The Corporation will strive to see Jesus in all it serves as life is sacred and precious. (b) To provide crisis pregnancy counseling and advise women on alternatives to termination of an unexpected or unwanted pregnancy.

***Position: Business Manager***

***Class: Full time 40+ hours per week***

***Salary: Negotiable***

***Health Insurance provided: No***

***403 B Retirement: Employees eligible to participate after 1 year of service***

### **Job Duties:**

The Loreto House Business Manager works under the direct supervision of the President and manages the overall functions of the mission:

### **Accounting and Financial Management**

- Implement and enforce established financial protocols and controls.
- Track deposits and coordinates with development staff in the tracking and monitoring of gifts, donations, foundation receipts, and other revenue streams.
- Provide monthly budget reports to the President and development director.
- Provide monthly financial reports for the Finance Committee and Board; attend monthly Finance Committee meeting conference calls.
- Assist in the development of organizational budgets.
- Work with the Financial Consultant to ensure the organization is audit ready; maintain all audit files and documentation; assist through audit process.

### **Fiscal Operations**

- Manage, track, and ensure all accounts payable and accounts receivables are paid and collected in timely manner.
- Reconcile monthly bank and credit card statements and ensure accuracy of the general ledger.
- Submit, manage, and enter weekly and bi-weekly payroll.
- Oversee all organizational purchasing.

### **Government Contract Fiscal Management**

- Ensure compliance with all TPCN contracts.
- Monitor contract spending, including ensuring continuity of contract budgets with organizational budgets.
- Oversee agency fiscal site visits to ensure adherence to contract fiscal requirements.
- Submit contract budget amendments with written budget justifications.
- All fiscal forms/budget forms required by state agencies.
- Maintain relationship with state agencies contract manager and fiscal departments.
- Maintain proper compliance of background checks for employees and volunteers.
- Maintain “Safe Environment” compliance with the Fort Worth Diocese.
- Maintain HIPAA compliance for all employees and volunteers.

### **Administrative Operations**

- Work closely with the Center Managers, staff, and volunteers to help maintain proper services to the guests. Assist the staff in establishing policies for educational and faith services.
- Oversee facilities management and maintenance.
- Oversee vendor relations and maintaining online accounts, act as primary contact with building management and vendors.
- Maintain and renew organizational insurance policies.
- Manage employee on-boarding, time and attendance system, and benefits.
- Assist the President in updating Policies and Procedures Manual, Employee Handbook.
- Attend and help facilitate staff meetings and training.

**Additional requirements and other possible duties:**

The Business Manager should have/or the ability to learn the following:

- QuickBooks, Microsoft Word, Excel, Power Point.
- Candidate must be able to communicate all correspondence with proper English composition and clarity. Reports should be professional in appearance.
- The candidate will be trained in all areas of the Advocate role and may be providing services to guests including educational classes as time may allow. The candidate may be asked to provide spiritual counseling and mentoring to men.
- The Business Manager will work closely with the President and may assist in meetings with donors.
- The candidate must be a practicing Catholic and in agreement with the Loreto House Statement of Faith.
- The Business Manager will be asked to participate in parish fund raising, speaking engagements to further the mission. Some weekend work may be necessary for special events, parish talks, etc.
- The Business Manager is an ambassador for Loreto House and will leverage personal opportunities and associations to help spread the good works of Loreto House.
- Basic computer skills required and the ability to learn office phone, I.T. systems, and other technical aspects of a modern-day organization.
- The Business Manager is the “right hand person” to the President and will be asked to assist the President in the overall functions of the organization.
- Job is subject to background clearance.
- Loreto House provides a work environment that is superior to the secular world and our private oratory maintains a Tabernacle with the Blessed Sacrament. Jesus is truly “with us” as we work and serve our guests. Our Loreto House Culture Statement sets a high standard for all who work here. We love and respect all fellow employees and volunteers in our daily interactions. Practicing the virtues of our faith is very much encouraged at Loreto House.

Concise resume and salary requirements to be sent to:

Randy Bollig, President  
Loreto House  
[Randy@loretohouse.org](mailto:Randy@loretohouse.org)  
214-850-4073 Cell