

# BUSINESS MANAGER

## Role Overview:

*The Parish Business Manager assists the Pastor with the stewardship of the physical, financial and personnel resources of the parish, in accordance with diocesan policies and guidelines. The Parish Business Manager works in a parish with a school. This position is full-time benefit eligible.*

*The Parish Business Manager is a person of faith committed to Gospel values. He or she values the organization and responsible management of resources and helps the Church fulfill its mission and purpose. Candidates must support the mission, philosophy, objectives and policies of the Catholic Church and the Diocese of Joliet.*

## ➤ Responsibilities:

- Handle all of the parish's financial activities, including budgeting, accounting, and reporting.
- Oversee payroll, accounts payable, financial record-keeping, and stewardship and capital campaign activity.
- Develop and implement financial policies and procedures and maintain compliance with same.
- Serve as a resource for the parish council, finance council, and parish organizations on financial matters.
- Prepare and present financial reports to the diocese, parish leadership, and parishioners.
- Manage contracts, leases, and vendor relationships.
- Responsible for the functional areas of Personnel.
- Supervise administrative team and ensure smooth day-to-day operations.
- Facilitates fundraising events, pledge drives, and parish offertory collections and stewardship.
- Manages major repairs, renovations, and capital projects in accordance with diocesan policies.
- Manages custodial and maintenance functions
- Is responsible for parish security, leasing, rental, use of parish facilities and acts as a liaison to local government agencies.
- Oversees information technology with the IT which would include telephone, computers, servers, modems, and other computer hardware and software.
- Interacts with the school principal on all administrative and financial matters.

## ➤ Qualifications:

- Understands and supports the mission and purpose of the Church, school, and parish.
- Possesses an undergrad degree in accounting or finance, required.
- Is knowledgeable of safety and security issues.
- Is knowledgeable of all personnel and human resource issues.
- Has five years of business or parish-related accounting experience, preferred.
- Ability to work collaboratively with diverse groups and individuals.
- Good understanding of computer software, namely Microsoft Office, accounting software, FACTS tuition management, QuickBooks, payroll systems, and parish contribution data systems.
- Commitment to upholding the values and mission of the Catholic Church.



## About Us:

*At St. Mary Parish and School, our vision is Knowing that the seed of living faith can only develop in the fertile soil (Mt 13:8), St. Mary Parish and School commits itself to the enrichment of our parish's soil, so that Mass may matter, Missionary Discipleship may flourish and the warmth of Family may be experienced by all.*

## What We Offer:

- Competitive salary and benefits package.
- A supportive and engaged parish and school community.
- Opportunity to make a meaningful impact in a faith-centered environment.

## How to Apply:

*Please submit your resume and cover letter to the email below with the subject line "Business Manager Application."*

*Applications will be reviewed on a rolling basis until the position is filled. We look forward to finding the right person to join our team and help us continue our mission with excellence.*

*St. Mary Catholic Church and School is an equal opportunity employer.*

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