

# BUSINESS MANAGER

## Role Overview:

*Our vibrant Catholic parish is seeking a dynamic and business-savvy individual to join our team as a full-time Business Manager. This role is critical in supporting the mission of our parish by maintaining financial health and streamlining operational processes. If you are an achiever with a passion for both faith and finance, we want to hear from you!*

## ➤ 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.

## ➤ Qualifications:

- Bachelor's degree in Business Administration, Finance, Accounting, or a related field; CPA or equivalent certification is a plus.
- Proven experience in financial management and business operations, 3-5 years preferred.
- Good understanding of accounting principles and financial reporting.
- Experience with Microsoft 365 products.
- Excellent organizational and leadership skills.
- Ability to work collaboratively with diverse groups and individuals.
- Commitment to upholding the values and mission of the Catholic Church.



## St. Patrick Parish

### About Us:

*At St. Patrick Parish, our vision is to transform lives in Christ by making church matter, building disciples, and seeking and saving the lost. We are dedicated to serving our over 2,000 registered families and our community with faith, compassion, and excellence.*

### What We Offer:

- \$60-70K salary and benefits package.
- A supportive and engaged parish 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. Patrick Catholic Church is an equal opportunity employer.*

 630-553-6671

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