

Job Title – Business Manager

Hours- Full-time, benefited

Reports to - Pastor

Parish- Holy Trinity Church & School

108 S. Linden Street

Westmont, IL 60559

Start a Great Career with a Great Purpose!

Committed to living out the endless love of the Trinity, we are a welcoming, faith-sharing Catholic family of believers, centered on the Holy Eucharist as the source of our life in Christ.

In this role, You will...

- Responsible for the administrative functions of the parish; oversees and has responsibility for church and school accounting and finances, human resources, supervises parish office and staff; and effectively communicates and collaborates with the pastor, principal, staff and volunteers
- Other duties as assigned

Required

- Proven experience in budget development, control, analysis, and reporting required
- Excellent communications and other interpersonal skills required
- Sensitivity to confidentiality required
- Lead initiatives surrounding the security of the church and school campus, including the safeguarding of assets, staff and visitors

Preferred

- 3 to 5 years' experience handling financial and business transactions
- Experience with personal computer hardware and software preferred
- Management or Business degree with accounting experience preferred
- Flexible schedule to accommodate meetings & events during the evening & weekends

If interested in this amazing opportunity, please send a resume to the Pastor, Fr. Rafal Wasilewski, C.R. at father@holytrinitywestmont.org