

Job Description

Business Manager – Holy Cross Catholic Church, Batavia IL.

Holy Cross Business Manager manages the administrative functions of the parish church and school. Reports and works directly with the pastor. Works closely with the school principal on all school financials and budget. Interfaces with the parish and school staff, volunteers, parishioners, and finance council. The Business Manager oversees and is responsible for the parish accounting and finances, payroll, human resources, property management and facilities use, supervision of bookkeeper, maintenance, and support staffs.

Qualifications:

- Experience handling financial and business transactions (non-profit background a plus).
- Experience in accounting with budget development, control, and reporting.
- Experience with computer hardware and software including QuickBooks, Microsoft Office especially Word and Excel.
- Communication and interpersonal skills to effectively develop collaborative working relationships with staff, vendors, and parishioners.
- Experience with payroll, human resources management and collaboration with the diocese.
- Sensitivity to confidentiality required.
- Bachelor's degree in Business Administration, Accounting, or related field is required.

This is a full time salaried exempt position. Interested candidates, please send a cover letter and resume to Father Jared Twenty at frtwenty@holycross-batavia.org