

Position: Business Manager

Location: Holy Cross Church, Batavia, IL

Reports to: Pastor

Employment type: Full-time

Position Overview:

The Business Manager is responsible for the financial and administrative functions of the parish, including accounting; day-to-day operations; human resources; and supervision of maintenance and support staff. The Business Manager must be able to effectively communicate and collaborate with the Pastor, Staff, and volunteers.

Responsibilities:

- Prepare monthly, quarterly, and yearly financial reports.
- Work with Pastor, Principal, Finance Council, and others on the annual budget.
- Manage online giving program and other donations.
- Oversee technological needs such as computers, software licenses, email, and phones.
- Maintain vendor insurance, contracts, and licenses.
- Oversee Parish Data Base.
- Oversee all aspects of the facilities management of the campus including maintenance, inspections, required certifications, and campus improvements.
- Manage campus security with security firm and Parish staff.
- Administer completion and maintenance of the Parish Master Plan.
- Administer personnel policies and benefits, and process employee payroll.
- Oversee Safe Environment including background checks.
- Supervise support staff including bookkeeper, volunteers, and maintenance.
- Provide timely information and assistance to the Pastor, Principal, Staff, and councils.

Position Requirements:

- Several years' experience in successfully managing financial and administrative operations.
- Experience in budget development, control, analysis, and reporting required.
- Experience with office technology (computers, software) preferred.
- Management or business degree with accounting experience preferred.
- Excellent communications and other interpersonal skills required.
- Sensitivity to confidentiality required.
- Must support the mission, philosophy, objectives, and policies of the Catholic Church & Diocese of Rockford.

Benefits:

Full-time employees receive benefits including medical, dental, and vision insurance; two weeks paid vacation per year; additional paid federal and liturgical holidays; and pension & 403B retirement plan as per Diocesan/Parish personnel policy. Opportunity to work in a hospitable, joyful, and vibrant community.

To apply for this position, submit cover letter and resume to Father Jared Twenty at frtwenty@holycross-batavia.org