

Business Manager – Christ the Servant Parish, Woodridge, IL

Job title Business Manager
Hours Full-time, benefitted
Parish Christ the Servant Catholic Church
8700 Havens Drive
Woodridge IL 60517

Start a Great Career with a Great Purpose!

Christ the Servant is a welcoming, sharing faith family. We are a smaller parish with large hearts and a desire to share our faith. We are committed to the future of the Catholic faith through an excellent Religious Formation program, outreach to our neighbors in need, and responsible stewardship of time, talent and treasure.

In this role, You will

- Supervise bookkeeping functions and reporting, including budget preparation and meetings
- Maintain Church Office database
- Supervise *Virtus* compliance for employees and volunteers
- Perform desk-top publishing functions, including the weekly bulletin, worship aids (and copyright reporting) and providing information for social media release
- Answer phone, greet visitors, schedule mass intentions, baptisms, weddings & funerals, sacramental record-keeping and notifications, order supplies, prepare all-parish mailings, serve as computer and facilities resource
- Liturgical minister scheduling and distribution of the schedules
- Interface with vendors, contractors, volunteers
- Facilities management (cleaning crew, landscapers, roofers & HVAC technicians, etc.).
- Other duties as needs arise

Required

- Knowledge of accounting principles and internal control
- Ability to maintain confidentiality
- Effective communication skills and the ability to work and partner with others.
- Ability to multi-task, work independently, and prioritize
- Welcoming, friendly attitude necessary
- Experience with Microsoft Office, Publisher, and ParishSoft (or QuickBooks)
- Willing to learn database software (Parish Data Systems), liturgical scheduling software (Ministry Scheduler Pro)
- Must support the mission, philosophy, objectives and policies of the Catholic Church and the Diocese of Joliet

Preferred

- Previous experience in multiple ministries of the Catholic Church

To apply for this position, submit cover letter and resume to FrBob@ctswoodridge.org.