

Business Manager – St. Margaret Mary Parish, Naperville, IL

GENERAL RESPONSIBILITIES:

The business manager is the full-time manager of the administrative functions of the parish; oversees and has responsibility for parish accounting and finances, property management, personnel, and facilities utilization; supervises maintenance and church support staff; effectively communicates and collaborates with the pastor, staff, and volunteers.

SPECIFIC RESPONSIBILITIES:

A. Parish Accounting and Finances

1. Process financial and business transactions
2. Administer financial and budgetary policies
3. Provide periodic financial information to Pastor, Finance Council, the diocese and others as needed
4. Participate in development, control, and analysis of annual budget

B. Property Management

1. Administer purchasing of fixed assets, plant services, and other items related to the physical plant
2. Support maintenance /replacement of plant equipment
3. Oversee computer information systems
4. Oversee risk management and security
5. Participates in management of major repair and construction projects

C. Facilities Utilization

1. Administer scheduling of building facilities

D. Human Resources

1. Administer personnel policies
2. Participate in employee evaluation, hiring, salary review, and support

E. Supervision

1. Supervises church receptionists, maintenance and custodial staff

F. Communication and Collaboration

1. Participate as a member of the Pastoral Staff
2. Provide timely information and assistance to the Pastor, staff, Finance Council, Pastoral Council, commissions, and committees
3. Assist in support and development of Administration Commission and Finance Council
4. Must support the mission, philosophy, objectives and policies of St. Margaret Mary Church, the Catholic Church and the Diocese of Joliet

QUALIFICATIONS:

1. Several years' experience handling financial and business transactions
2. Experience in budget development, control, analysis, and reporting required
3. Experience with personal computer hardware and software preferred
4. Management or Business degree with accounting experience preferred
5. Excellent communications and other interpersonal skills required
6. Sensitivity to confidentiality required

This is a full-time, benefited position.

Interested candidates should send a cover letter and resume to the Pastor, Fr. Max Behna at fathermaxbehna@gmail.com.