

Job Title: Business Manager
Parish: St. Anne, Oswego
Reports to: Pastor
Work Schedule: Full-Time, Exempt, Benefits Eligible

JOB SUMMARY

The Business Manager is a professional administrator who reports directly to the Pastor and assists the Pastor with the stewardship of the physical, financial and personnel resources of the Parish. The Business Manager is a person of faith committed to the Gospel values of St. Anne Parish and the Diocese of Joliet. The Business Manager values the organization and responsible management of resources, and helps the Parish fulfill its mission and purpose.

DUTIES AND RESPONSIBILITIES

A. Parish Accounting and Finances

- Process financial and business transactions
- Administer financial and budgetary policies
- Provide periodic financial information to Pastor, Finance Council, the diocese and others as needed
- Ability to meet deadlines, pay bills on time, work with credit card companies, local bank, vendors and resolve issues as they arise
- Manages general ledger accounts, processes salaries and benefits, cuts checks, processes ACH transactions, and provides proper bookkeeping all in a timely manner in accord with generally accepted accounting principles.
- Participate in development, control, and analysis of annual budget
- Handles bank relations to include management of accounts, reconciliations and problem solving
- Oversees the control of contributions, weekend counters, and parishioner donation records
- Prepares tax statements, processes tax withholdings, and files all necessary forms to ensure compliance with tax and labor laws as well as diocesan requirements
- Ensures that all federal, state and local taxes are paid in accordance with federal, state and local regulations
- Payroll preparation, direct deposit, tax payments, and pension payments
- Parishioner Contribution Records
- Print/Mail parishioner's statements when needed
- Prepares year-end parishioner tax statements
- Prepares reports for bulletin and provides weekly donation amount to bulletin editor
- Provides monthly reports to the pastor and Finance Committee
- Processes accounts payable and check disbursements for church operations
- Prepares deposits for miscellaneous donations and takes to the bank
- Closes financial records and audit at year-end and processes 1099's and 1096's
- Prepares applications for grants, loans, bequests, etc. as needed
- Supervise and implement fund transfer and on-line giving platform
- Attend diocesan Finance and Business Manager meetings
- Answer requests for additional information or clarification of existing information from the Finance Committee
- Prepares annual year-end reports for the diocesan finance office and for the parish at large in accord with diocesan guidelines and deadlines.

B. Property Management

- Administer purchasing of fixed assets, plant services and other items related to the physical plant
- Support maintenance/replacement of plant equipment
- Oversees computer information systems
- Oversees risk management and security
- Participates in management of major repair and construction projects
- Applications for Licenses and Permits

C. Human Resources

- Assembles HR files for all parish personnel, including necessary documents and government requirements
- New Employee Paperwork
- Manages payment of salaries and benefits
- Administer personnel policies
- Participate in employee evaluation, hiring, salary review, and support

D. Communication and Collaboration

- Participates as a member of the Pastoral Staff
- Provide timely information and assistance to the Pastor, staff, Finance Council, Pastoral Council
- Assist in support and development of Finance Council
- Must be Catholic in good standing and support the mission, philosophy objectives and policies of St. Anne Parish

Other Duties

- VIRTUS administrator
- Answer phone calls and assist visitors
- Additional duties as assigned but not limited to by the Pastor

Qualifications

- Several years' experience handling financial and business transactions
- Experience in budget development, control, analysis, and reporting required
- Management or Business degree with accounting experience preferred
- Excellent communications and other interpersonal skills required
- Experience using accounting software and Microsoft Office
- Ability to handle phone calls promptly and courteously
- Ability to maintain strict confidentiality
- Ability to work independently with responsibility

Interested candidates should send their cover letter and resume to Fr. Stephen Eichkoff at freickhoff@stanneparish.org