

Job Title: Parish Business Manager
Reports To: Pastor
Parish: St. Patrick Catholic Church, Yorkville, IL
Position: Full-time, Benefits

POSITION SUMMARY

As a representative of Saint Patrick's Catholic Church and a practicing Catholic, there is the expectation that the Parish Business Manager will conduct oneself according to the values, goals, mission, philosophy and policies of the Church and the Diocese of Joliet and to strive for excellence. The Parish Business Manager is responsible for fulfilling parish administrative needs in financial management, personnel, cemetery, property and facilities management.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES

Financial Management – The Church is responsible for the financial resources which have been entrusted to it. This responsibility includes safeguarding Church assets, exercising prudence in financial matters, accountability to those who provide monetary support to the Church and to regulatory authorities, and compliance with all civil regulations.

Tasks include but are not limited to:

- Accounting (general ledger, AP, bookkeeping in accordance with GAAP, month end close, reconciliation of online giving system)
- Financial reporting (church, cemetery, St. Gianna Shrine)
- Facilitation of budgetary policies
- Development of the annual budget
- Contracts/agreements
- Participation in Parish Finance Council meetings and diocesan business meetings
- Payroll preparation
- Year-end close and annual year-end reports
- Taxes and Compliance
- Stewardship/fundraising
- Capital Campaign tasks

Personnel – The Parish Business Manager generally participates in administering personnel policies and HR procedures church in accordance with diocesan and parish policies.

Tasks include but are not limited to:

- Personnel record retention
- Manage pre-employment screenings
- Support of Virtus reporting
- Salary and benefit management
- Hire/orient new employees, employee evaluations, salary review, terminations
- Create and maintain a safe, productive and pleasant environment and assure parish compliance with state and federal labor laws

Facilities, Property and Cemetery Management – St. Patrick Parish must preserve, maintain, and often improve or replace the facilities entrusted to its care.

Tasks include but are not limited to:

- Oversee church custodian and direction of the maintenance program
- Develop policies/procedures for use of properties and facilities
- Oversee Facility Manager

- Computer information systems oversight
- Risk management and parish security
- Strategic planning for buildings, management of major repairs and construction projects
- Cemetery plot mapping, and record keeping of plot sales and deeds

Other – The Business Manager is responsible for the effective use of parish resources to communicate the works of the parish.

Tasks include but are not limited to:

- Oversee biweekly newsletter, website and social media postings
- Assist pastor in resolving concerns
- Oversee technology/equipment
- Facilitates parish security
- Provide timely information to Pastor, staff, Financial Council and Pastoral

MINIMUM QUALIFICATIONS:

- Bachelor's degree - Accounting or Finance preferred, will consider related degrees with experience
- 5+ years' experience in financial accounting practices and budget development
- Experience with Google Business Suite of products

To apply for this position, please send cover letter and resume to hr@stpatrickyorkville.org Phone number 630-553-6671, ext. 16