

St. Teresa of the Child Jesus Catholic Church

St Luke Catholic Church

St Teresa School

Business Manager

Accountable to: Pastor

Position: Full-time / Part-time

Purpose and Vision:

The primary purpose of the Business Manager is to be the steward entrusted with the management of the financial, physical and personnel resources of the Parishes and School. He/she manages the business operations of the Parishes (Parish Partnership) and School. He/she shall carry out his/her responsibilities in a manner that reflects Catholic teaching, Belleville Diocese Guidelines and the Pastor's direction.

Responsibilities

- Ensure that the Parish Partnership assets are used efficiently and effectively in meeting the goals developed to fulfill the vision and mission of the Parish Partnership.
- Provide accurate and timely, monthly, quarterly, and yearly financial reports to both Parish Finance Councils, School Board, and Diocese Finance Office.
- Oversee maintenance of all Parish Partnership facilities including the churches, church grounds, Parish halls, Parish offices and Rectories, School, and any other properties owned by the parish.
- Coordinate hiring, training and supervising of the parish staff (Secretary, support personnel, maintenance personnel). Participate in developing hiring and termination policies of the Parish Partnership with Pastor and Diocesan Human Resource officer.
- Administer employee benefits including insurance coverage, pension plan, holiday schedule, and payroll functions in accordance with Diocesan, Parish and School policies. The Business Manager shall disseminate all necessary accurate information to employees in a timely manner.
- Act as a liaison between the Parish Partnership and the Diocese in financial matters.
- Attend regular meetings of Parish Councils, Parish Finance Councils, School Board, and others as necessary. These meetings are typically held in the evenings.

Expectation

- Maintain confidentiality in all areas of responsibilities.
- Maintain good working relationships and effective communication with the Staff, Parish Partnership organizations and the community at large.

- Understand legal, ethical and moral standards and apply them to fulfillment of Job duties.

Qualifications

- A minimum of a bachelor's degree in accounting, Finance, Business Administration or related field or a minimum of four years business experience.
- A minimum of two years of personnel management experience.
- A minimum of four years of finance management experience.
- Working knowledge of accounting software and standard accounting principles.
- Demonstrated leadership and effective interpersonal communication skills.
- Ability to prioritize work assignments for Staff and others.
- Flexibility to adjust to changes in schedules, routines and job assignments
- Possess general computer skills.
- Ability to communicate effectively through phone calls, emails, and written correspondence both promptly and courteously.

Application:

Send Application to:

parish@stteresabelleville.org