

Job Title: Business Manager
Parish: Holy Trinity Catholic Church
Reports to: Pastor
Position: Full-time Benefited

Position Summary

Holy Trinity Catholic Church, a vibrant Catholic community located in Westmont, Illinois is seeking a dedicated and qualified Business Manager to oversee the daily administrative, financial, and operational activities of the parish and school. This leadership role is vital to ensuring the responsible stewardship of parish resources and supporting the mission of the Church. The Business Manager will collaborate closely with the Pastor, School Principal and parish leadership to implement strategic goals and maintain smooth operational functioning.

Key Responsibilities

- Oversee all accounting functions including general ledger management, accounts payable, bank reconciliations, and month-end close processes.
- Prepare and manage the annual parish budget, annual report and other financial reports.
- Maintain banking relationships and ensure the accuracy of account reconciliations.
- Manage parishioner contribution records and donation processing.
- Administer payroll in Paylocity and employee benefits in accordance with diocesan policies.
- Maintain personnel files and ensure compliance with human resources policies and procedures.
- Ensure proper function and maintenance of office equipment, technology, and computer systems.
- Supervise administrative staff and oversee daily office operations.
- Oversee maintenance, safety, and capital improvement projects for parish buildings including the church, school, rectory, and offices.
- Participate in the parish Finance Council meetings and attend required diocesan business meetings and training.
- Ensure compliance with all diocesan financial, legal, administrative regulations, and safe environment and youth protection compliance.
- Perform additional duties as assigned by the Pastor.

Qualifications and Skills

- Bachelor's degree in Accounting, Finance, Business Administration, or related field (Accounting or Finance preferred).
- A minimum of 3-5 years of experience in financial management, accounting, or business operations.
- Proficiency with accounting software and Microsoft Office Suite; experience with payroll and accounting systems is a plus.
- Strong analytical, organizational, and problem-solving skills.
- Ability to maintain confidentiality and handle sensitive matters with integrity.
- Excellent communication and interpersonal skills.
- Demonstrated ability to work independently and manage multiple priorities.
- A practicing Catholic with a commitment to the teachings and values of the Catholic Church is strongly preferred.
- Must uphold the mission, philosophy, objectives, and policies of the Catholic Church and the Diocese of Joliet.

Salary Range

Full-time salary: \$50,000 - \$55,000 per year.

Benefit Information

Full-time employees are eligible for pension and health insurance (medical, dental, and vision) benefits, in addition to paid group-life, accidental death and dismemberment, and long-term disability. Other plan benefits are offered on a voluntary basis. Paid time off for vacation and sick/personal days are available for full-time benefited employees.

PHYSICAL DEMANDSⁱ

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to stand, walk, sit, and use hands to feel objects with tools or controls, reach with hands and arms, talk, and hear. The employee must occasionally lift and/or move objects up to 30 pounds. Specific vision abilities required by the job include close vision, distance vision, depth perception, and the ability to adjust focus.

To apply for this position, interested candidates should submit a cover letter, resume and at least two (2) professional references to Father Rafal Wasilewski at father@holyltrinitywestmont.org. Please reference Business Manager in the subject line of the email.

ⁱThis document is not intended to be a comprehensive list of work-related functions. All duties and work conditions listed are subject to change at the discretion of the Diocese of Joliet Management. The Diocese of Joliet will, in compliance with the Americans with Disability Act (ADA), accommodate essential job functions whenever feasible.