

**Job Title:** Business Manager  
**Reports to:** Pastor  
**Position:** Part-time, Unbenefited, 25 hours per week  
**Parish:** Resurrection Catholic Church, Wayne, Illinois

### **Job Summary**

The Business Manager reports to the Pastor and assists with the physical, financial and personnel resources of the parish, in accordance with Diocesan policies and guidelines. This position is a part-time (25 hours per week), non-benefitted position.

The Business Manager is a person of faith committed to Gospel values. He or she values the organization and responsible management of resources and helps the Church fulfill its mission and purpose. The Business Manager must support the mission, philosophy, objectives and policies of the Catholic Church and the Diocese of Joliet.

### **Financial Management**

- Prepares the budget, annual report, interim reports, general ledger and other monthly reports.
- Handles bank relations to include management of accounts, reconciliations and problem solving. Manages monthly bank electronic donations.
- Reviews all contractual agreements in order to advise the Pastor on issues and recommendations.
- Manages accounting functions including but not limited to payables, receivables and all other parish revenue and expenses including payroll.
- Oversees the control over contributions, counting volunteers and maintains parishioner donation records.
- Is the staff liaison to the Parish Finance Council, preparing the monthly financial reports for the Council and attending quarterly Parish Finance Council meetings.
- Facilitates fundraising events, pledge drives and parish offertory collections and stewardship.

### **Buildings and Facilities Management**

- With the Director of Buildings & Grounds, manages major repairs, renovations and capital projects in accordance with Diocesan policies.
- Acts as a liaison to Diocesan administrative agencies.
- Manages custodial and maintenance functions, supporting the Director of Buildings & Grounds.
- Assists Safety & Security Committee with parish security. Works with parish secretary on leasing, rental, use of parish facilities.

### **Personnel Management**

- Implements personnel policies and develops hiring and termination procedures in accordance with Diocesan guidelines.
- Administrator of the payroll system for all salary, wages and benefits.
- Directs the management of the parish office.
- Evaluates the performance of the parish staff when required and informs the Pastor.
- Oversees implementation of the guidelines and policies of volunteers, including the administration of the Diocesan VIRTUS/Protecting God's Children program.

### **Communication/Information**

- Oversees the management of parish operational and financial records.
- Attends meetings relative to the role as necessary such as parish staff meetings and Diocesan Business Manager meetings.
- Directs the purchasing procedures.

### **Competencies and Education**

- Understands and supports the mission and purpose of the parish.
- Is able to support all parish Commissions/Committees.
- Is knowledgeable of all personnel and human resource issues.
- Possesses acumen of computer software and willingness to learn parish-specific Parishsoft Finance software, Parish Data System database software and banking software.

***To apply for the part-time Business Manager position, please send your resume and cover letter to [mrubino@resurrectioncc.com](mailto:mrubino@resurrectioncc.com). Please reference Business Manager in the subject line of your email.***