

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

POSITION SUMMARY:

Our vibrant Catholic parish is seeking a dynamic and business-savvy individual to join our team as a full-time Business Manager. This role is critical to supporting our parish's mission by maintaining financial health and streamlining operational processes. If you are an achiever with a passion for both faith and finance, we want to hear from you! Full-time preferred; part-time will be considered.

ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:

Financial Management – The Church is responsible for the financial resources entrusted to it. This responsibility includes safeguarding Church assets, exercising prudence in financial matters, and maintaining accountability to those who provide financial support to the Church and to regulatory authorities.

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 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
- Ensure parish compliance with state and federal labor laws

MINIMUM QUALIFICATIONS:

- Bachelor's degree - Accounting or Finance preferred, will consider related degrees with experience
- 3-5 years' experience in financial accounting practices and budget development
- Experience with Microsoft Office products
- Excellent organizational skills
- Ability to work independently with responsibility

- Ability to maintain strict confidentiality
- Commitment to represent and uphold the values and mission of the Catholic Church and the Diocese of Joliet.

SALARY RANGE:

Full-time salary is \$60,000 - \$70,000, depending on experience.

BENEFIT INFORMATION:

We offer full-time employees a competitive benefits package that includes:

- Medical, Dental, Vision Insurance, Basic Life and AD & D, Long-Term Disability Insurance, Flexible Spending Accounts, Defined Pension Plan funded by Diocese of Joliet, 403(b) retirement plan, paid personal leave days, and paid holidays based on holiday schedule determined at local level.
- Voluntary benefits of Short-Term Disability, Critical Illness, Accident, Hospital Indemnity, and Permanent Life Insurance.

Interested candidates should send their cover letter and resume to HR@stpatrickyorkville.org. Please reference Business Manager position in the subject line of email.