

**Job Title:** Business Manager  
**Reports To:** Pastor  
**Parish:** St. Peter the Apostle Catholic Church, Itasca, IL  
**Position:** Part-time, Unbenefited  
15-20 hours per week

### **Position Summary**

St. Peter the Apostle Catholic Church in Itasca, Illinois is seeking a Part-time Business Manager. The Business Manager implements the policies approved by the Pastor and Finance Council of the Parish in addition to the Diocese of Joliet. The Business Manager oversees and has the responsibility for parish accounting and finances, property management and supervision of administrative procedures.

### **Duties and Responsibilities**

- **Financial Management**
  - Accounting
  - Financial reporting to the Pastor and Finance Council
  - Attendance at monthly parish finance meetings and bi-annual Diocesan business manager meetings
  - Budgeting
  - Review of contracts/agreements
  - Payroll processing
  - Completion of year-end reports.
- **Personnel**
  - Administer Diocesan and parish personnel policies and procedures including payroll and benefit management.
- **Facilities & Properties**
  - Work closely with maintenance personnel to ensure all buildings are properly maintained.
  - Schedule contractors and maintain contractors' current liability insurance, W-9s, and lien waivers (when required).

### **Qualifications**

- Associate's degree in Accounting or Finance or comparable experience in financial accounting/budget development.
- Must be a practicing Catholic.
- Must support the mission and purposes of the Roman Catholic Church, Parish, and the Diocese of Joliet.

Interested candidates should send their cover letter and resume to Father Tuan Van Nguyen?  
Pastor at [pastor@stpeteritasca.com](mailto:pastor@stpeteritasca.com).