

**Job Title: Business Manager**  
**Parish: St. Elizabeth Seton, Naperville, IL**  
**Reports to: Pastor**  
**Position: Full Time-Benefited**

### **Position Summary**

St. Elizabeth Seton Parish in Naperville is seeking a faithful and motivated Business Manager to oversee the administrative and financial operations of the parish. This key leadership position ensures the responsible stewardship of the parish's human, financial and physical resources. The Business Manager will work directly with the Pastor in the planning and implementation of initiatives consistent with the parish mission.

### **Job Responsibilities**

Tasks include but are not limited to:

- Accounting (general ledger, Accounts Payable, bookkeeping, month end close, reconciliations)
- Preparation of the annual budget and year-end reports.
- Handle bank relations to include the management of accounts and reconciliations.
- Oversee contributions and parishioner donation records.
- Payroll preparation.
- Salary and benefit management.
- Maintain personnel files and administer personnel policies as required by the Diocese.
- Manage the scheduling of parish facilities for meetings and other events.
- Assure reliable operation of the parish computer hardware and software systems and office equipment.
- Oversee administrative services for the Parish Office and Church.
- Manage efficient and effective maintenance and facilities services for the Parish Office, Church Building and Rectory.
- Manage the scheduling of parish facilities for meetings and other events.
- Participate actively in the parish Finance Council and attend the Diocesan Business Manager meetings.
- Coordinate, execute and manage maintenance work and capital improvement projects for the Parish Office, Church and Rectory.
- Must support the mission, philosophy, objectives and policies of the Catholic Church and the Diocese of Joliet.
- Perform other duties as directed by the Pastor.

### **Position Requirements**

- Bachelor's degree – Accounting or Finance preferred, will consider related degrees with experience.
- 3-5 years' experience in financial accounting practices.
- Experience with financial accounting and payroll software applications,
- Ability to work independently with responsibility.
- Commitment to represent and uphold the values of the Catholic Church and policies of the Diocese of Joliet.

**Salary Range**

Salary range is \$65,000 - \$75,000 per year

**Benefit Information**

We offer 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 time off for vacation days and sick/personal days. Paid holidays based on the holiday schedule determined by the parish.
- Voluntary benefits of Short-Term Disability, Critical Illness, Accident, Hospital Indemnity, and Permanent Life Insurance.

**To apply for this position, please send cover letter and resume to [kcmcgwn@aol.com](mailto:kcmcgwn@aol.com). Please reference Business Manager in the subject line.**