



Ss. Peter & Paul Catholic Church

204 W. Mill Street, Waterloo, IL 62298 • Tel 618-939-6426 • Fax 618-939-2011

Parish Business Manager

Position: Parish Business Manager

Reports To: Pastor

Status: Full-Time (40 hours/week)

Location: On campus

Salary Range: \$41,600 - \$65,000

Benefits: <https://www.diobelle.org/temporal-affairs/human-resources/employment-opportunities>

Position summary:

The Parish Business Manager is responsible for overseeing the day-to-day fiscal operations of both the parish and school, ensuring sound financial stewardship and operational efficiency. This role serves as a key administrator, managing the parish's financial, physical, and human resources in alignment with its mission and goals. The Business Manager works closely with the school principal and bookkeeper to support the financial management and benefits administration for school personnel, fostering collaboration and accountability across both entities.

Financial Responsibilities:

- Maintains general ledger for church, school and all other accounts
- Produces financial reports for all accounts
- Verifies and pays bills for all accounts
- Processes payroll for church and school (2 times a month)
- Works with Finance Committee in preparing a budget for the new fiscal year
- Prepare budget worksheets for the principal for the new fiscal year
- Reconciles bank statements for all accounts
- Reconciles monthly parish credit cards
- Works closely with school principal on financial issues
- Works closely with school bookkeeper in balancing tuition, fees, delinquent and scrip
- Prepare quarterly financial reports for the parish bulletin

Business Responsibilities:

- Coordinates parish insurance functions (property, health, worker's compensation)
- Responds to all Diocesan data requests and produces annual report to the Diocese
- Participates in parish staff meetings, attends Finance Council meetings and other meetings as requested by the Pastor/Parish Administrator

- Consults with and advises the Pastor and Principal on business and administrative matters that may affect the church and school
- Works with fundraising chairs each year (Wurstmarkt, Parish Picnic, Gold Rush)
- Send out yearly giving statements to the parishioners
- Works with parish admin to prepare direct withdrawal form for the calendar year and enter direct withdrawal payments into system.
- Work with pastor/school principal to set holidays for next calendar year
- Work with parish council representative on property maintenance projects including preparing resolutions for the diocese.
- Attend Diocesan insurance and payroll meetings as needed
- Makes decisions on copier lease, postage machine lease, and other church office equipment as needed
- Sends bi-monthly report to the envelope company as requested
- Sets the envelope schedule for the new calendar year
- Maintain accurate invoice files
- Attends monthly finance, quarterly investment and other meetings as requested by the Pastor

Personnel Responsibilities

- Manages human resource functions for all church and school employees (benefits, retirement, paperwork, etc.)
- Maintain personnel files for all church employees as well as non-teacher school employees
- Participates with the pastor in the hiring and termination of parish employees according to parish and diocesan policies

Please note this job description is not designed to cover all duties or responsibilities that are required of the employee of this job. Duties, responsibilities and activities may change at any time.

Skills and Qualifications:

- Bachelor's degree in accounting or a related field
 - Proficiency in QuickBooks and Microsoft Excel
 - Two to five years' experience with a thorough knowledge of basic account principles (non-profit environment is desired but not necessary)
 - Experience in general ledger, payroll processing, benefits administration, accounts payable, accounts receivable, cash receipts and preparing financial reports (with supporting ledgers and worksheets)
 - Knowledge of internal control procedures
 - Strong interpersonal communication skills as well as written and oral communication skills
 - Capable of maintaining confidentiality regarding financial, parish and parishioner information
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To Apply:

Please submit your resume to pbm@ssppcc.org