

Parish Business Manager

St. John the Baptist Church & School – Smithton, Illinois

Overall Responsibility

The Parish Business Manager is responsible for the administration, financial management, facilities oversight, communications, stewardship, and human resource functions of St. John the Baptist Parish and School, as delegated by the Pastor. This position ensures sound financial practices, safeguards parish assets, supports the mission of the parish and school, and provides administrative leadership in collaboration with the Pastor, Principal, Finance Council, Parish Council, and diocesan offices.

Essential Responsibilities

Financial Management & Accounting

- Maintain and oversee all financial records of the parish and school.
- Direct and monitor the receipt, disbursement, and accounting of all parish and school funds.
- Review and verify monthly bank reconciliations prepared by administrative staff and safeguard unused checks.
- Ensure all expenditures are properly authorized, goods and services are received, invoices are accurate, and payments are made in a timely manner.
- Co-sign checks with the Pastor in accordance with diocesan and parish policies.
- Implement and maintain internal financial controls to safeguard parish assets and records.
- Prepare and distribute monthly financial statements and management reports.
- Analyze financial performance and present budget-to-actual comparisons and variance reports.
- Review monthly school financial statements and investigate significant variances.
- Prepare, coordinate, and present the annual parish and school budgets, including teacher contracts and salary recommendations in collaboration with the Principal.
- Maintain parish banking, brokerage, diocesan, and investment accounts.
- Assist in the management of Endowment Fund assets in consultation with the Pastor, Finance Council, and Investment Committee.
- Prepare or oversee all required monthly, quarterly, and annual financial reports.

Payroll & Tax Compliance

- Maintain employee payroll records and deduction authorizations.
- Verify employee hours, pay rates, and payroll withholdings.
- Review quarterly and annual payroll tax filings.
- Verify year-end W-2 forms and oversee distribution.
- Identify and prepare all required 1099 forms.
- Ensure compliance with federal, state, diocesan, and employment regulations.

Stewardship & Parishioner Contributions

- Oversee parishioner contribution records, pledges, and stewardship reporting.
- Review and approve annual donation statements and ensure timely mailing by required deadlines.
- Manage parish stewardship initiatives and related compliance requirements.
- Coordinate sister parish tuition and subsidy reimbursements.

Human Resources

- Serve as the parish and school's local human resources contact.
- Coordinate employee onboarding, personnel records, benefits administration, hiring, and termination processes in collaboration with diocesan offices.
- Assist supervisors with personnel matters and policy compliance.
- Maintain confidentiality of personnel and parish records.

Facilities, Maintenance & Security

- Manage vendor relationships, service contracts, and purchasing activities.
- Maintain parish insurance programs, including liability, property, and workers' compensation coverage.
- Assist in developing and maintaining emergency preparedness plans, crisis management procedures, building access controls, and security measures.
- Research and manage utility agreements, phone systems, information technology services, cybersecurity updates, and data backup procedures.

Leadership & Administration

- Attend and participate in meetings of the Parish Council, Finance Council, School Advisory Board, and other parish organizations as assigned.
- Attend diocesan meetings, trainings, and workshops as required.
- Review and negotiate contracts for services and equipment.
- Perform other duties as assigned by the Pastor.

Qualifications

- Bachelor's degree in Business Administration, Accounting, Finance, Management, or related field preferred.
- Five or more years of progressively responsible management, accounting, finance, or business administration experience preferred.
- Strong knowledge of accounting principles, budgeting, payroll, and financial reporting.
- Experience supervising facilities, vendor contracts, and administrative operations preferred.
- Excellent organizational, communication, and leadership skills.
- Ability to maintain strict confidentiality and exercise sound judgment.
- Proficiency with accounting software, Microsoft Office, Quickbooks and parish management systems.
- Commitment to supporting the mission and values of the Catholic Church.

Compensation and Benefits:

- Salary \$27,000-\$31,000 based on experience and qualifications
- May be eligible for personal days and sick leave per Diocese of Belleville Board of Education Policies and Regulations and applicable Illinois and federal law.
- As defined by the Illinois Employee Sick Leave Act, sick leave is granted for personal illness and serious illness in the family.
- As a part-time employee working less than 30 hours per week, not eligible for term life insurance/accidental death & dismemberment coverage, medical coverage, or ancillary products.
- You may be eligible for retirement benefits if your eligibility requirements are met.