

Job Opening: Parish Business Manager

Posted April 12, 2023

The Business Manager is a professional administrator who reports directly to the Pastor. This minister assists the Pastor with stewardship of the financial and personnel resources of the parish, working closely with the Facility Manager, School Principal, Accountant, other staff members and volunteer leadership in managing our parish strategically and responsibly.

Primary Responsibilities are in the areas of:

1) Financial Management

- Prepares and analyzes the annual budget, balance sheet and income statements for the parish and elementary school
- Supervises the Parish Accountant in maintaining bookkeeping functions
- Meets with the Parish Finance Council at least five times per year. Advises and informs the Council regarding current giving trends, upcoming capital and annual projects, operating income, cash-flow analysis, and other pertinent information necessary for the Council to provide insight and assistance in the financial strategies of the Parish
- Supports the facility manager, especially with respect to large capital expenditures and Archdiocesan contracts
- Advises the pastor and principal on contracts and negotiates with the assistance of Archdiocesan attorneys and facility resources.

2) Personnel Management

- Implements Archdiocesan human resource policies related to hiring and termination, annual staff evaluations, and benefit administration.

3) Administration

- Manages the workforce timekeeping and payroll systems with the Parish Accountant.

Applicants may submit their resume to Jennifer Zeisloft (jzeisloft@sfxlg.org), or contact her for more information on this position.