

Business Manager

Immaculate Conception Parish / Bellevue, OH

Immediate Supervisor: Pastor

Classification: Exempt

Salary/ Full Time (25-32 hours per week)

Roles and Responsibilities

The main focus of the business manager is to coordinate all bookkeeping functions and finances for parish and school. The business manager is also responsible for maintaining human resources. Reporting to the Pastor, the business manager is responsible for day to day business operations. Responsibilities include, but are not limited to:

- Maintains and balances all parish accounts and is responsible for the proper banking of funds
- Issues and distributes checks for accounts payable
- Prepares payroll and all associated monthly, quarterly and year end reports
- 1099 reporting for all subcontractors for parish, school and cemetery
- Prepares special financial reports as requested by Pastor, Principal and finance council
- Prepares the yearly budget with input from the Pastor, Principal, staff and finance council
- Processes monthly, quarterly, and year-end financial reports
- Prepares annual financial report for the Diocese of Toledo
- Prepares annual teacher contracts
- Supervises all petty cash outflow
- Administrator for salary and benefit programs
- Assists in personnel matters at a staff level, as required
- Compliance Officer
- Resource as staff with Finance Council, including meeting attendance
- Resource as staff with Endowment Board, including meeting attendance
- Oversees the day-to-day operations of School Endowment
- Maintains cafeteria records and state reporting – including application and monthly reports
- Maintains tuition records and billing, coordinating with state scholarship payments
- Availability as staff to all fundraising efforts for parish and school
- Prepares W-2G's as applicable for raffle winners
- Oversees parish cemetery records including selling lots and processing foundation orders
- Resource as staff for Cemetery Board, including meeting attendance
- Administer salary and benefit programs.
- Solicit advertisers for weekly bulletin, including annual billing
- Assumes other responsibilities as required by Pastor and Principal

Preferred Skills

- Detail oriented and organized
- Self- motivated
- Ability to work with a team
- Effective time management
- Ability to multi-task and handle interruptions in a busy work environment
- Positive and outgoing personality

Qualification and Education

- Bachelor's degree preferred but would consider motivated applicants with administrative and financial experience;
- Three (3) to Five (5) years of experience in a professional office;
- Proficient in Quickbooks and bookkeeping/accounting skills, strong organizational skills, working knowledge of Records Management Systems and excellent communication skills.

Qualified candidates please submit cover letter, resume and salary expectations via email to pastor@icssaints.org or via mail to Immaculate Conception Parish c/o Father Kyle Gase, 231 East Center Street, Bellevue, Ohio 44811.