
Business Manager – Holy Trinity Church & School, Westmont, IL

09/14/2021

FULL JOB DESCRIPTION

GENERAL RESPONSIBILITIES:

Reporting to the Pastor, the business manager is responsible for the administrative functions of the parish; oversees and has responsibility for church and school accounting and finances, human resources, supervises parish office staff; and effectively communicates and collaborates with the pastor, principal, staff, and volunteers.

PARISH ACCOUNTING AND FINANCES

- Process financial and business transactions
- Administer financial and budgetary policies
- Provide periodic financial information to Pastor, Finance Council, the Diocese and others as needed.
- Manage tuition billing and collection for day school
- Participate in the development, control and analysis of annual budget.
- Oversee all purchasing to ensure it is in compliance with policies and procedures.
- Oversee computer information systems
- Complete other projects, as requested by Pastor

HUMAN RESOURCES

- Administer and update personnel policies
- Participate in employee evaluation, hiring, salary review and support.
- Supervise accounting assistant and parish logistics staff
- Oversee Protecting God's Children requirements and adherence to same
- Manage church and school payroll processing and related benefit programs at the parish level

OTHER SPECIFIC REQUIREMENTS

- Candidate must have flexible schedule to accommodate meetings and events during the evening and weekends.
- Lead initiatives surrounding the security of the church and school campus, including the safeguarding of assets, staff and visitors.
- Assist in financial aspects of fund raising initiatives by the school and church, including but not limited to School Gala, Parish Fest, and Ministry events.
- Candidate must have an understanding of and appreciation for the Catholic faith, and a desire to serve in its mission.
- This is a full-time, exempt, benefitted position.

Interested candidates should send a cover letter and resume to the Pastor, Fr. Rafal Wasilewski, C.R. at father@holytrinitywestmont.org.