

Business Manager, St. Hilary Parish and School

St. Hilary

Business Manager: St. Hilary Parish & School, one of the larger parishes in the Cleveland Diocese with over 2,800 parish families and 500+ students enrolled in our day school is seeking a full-time Business Manager. This position offers a competitive salary and benefit package.

SUMMARY

Under the direct supervision of the Pastor and in accordance with established policies and procedures of the Diocese of Cleveland, the Business manager assists the Pastor with the stewardship of the physical, financial and personnel resources of the Parish and School. The Business Manager values the organization and responsible management of resources, and helps the Parish and School fulfill its mission and purpose.

EDUCATION

Bachelor's degree in accounting required - CPA license and Notary Public a plus.

EXPERIENCE

Minimum three or more years auditing and or financial management experience required. Management/supervisory experience required. A demonstrated competence in technology software and communications, all Microsoft Office products, accounting packages, payroll systems and database programs. Experience with Parish Data Systems (PDS) a plus.

GENERAL

Working knowledge of Generally Accepted Accounting Principles (GAAP) and fund accounting, including internal controls

Participate in regular staff, finance council, parish council meetings and other meetings or committees that are pertinent to the financial operation of the Parish and School

Direct supervision of Accounting Assistant, Parish Secretary, Facility Manager and indirect supervision of Parish and School staff as needed.

Ability to troubleshoot technology issues independently or with Parish's technology consultant

FINANCIAL

Prepare annual budgets. Monitor actual monthly budget performance, keeping the Pastor and Councils informed of the financial position of the Parish.

Review monthly, quarterly, and annual reports and financial statements, including journal entries and reconciliations. Monitor general ledgers for all funds

Liaison to Parish Finance Council

Liaison to Diocesan administrative and financial offices, including employee benefits, personnel, legal and facility services

Facilitates fund raising events, pledge drives and offertory collections in accordance to Diocesan policies and procedures

Follows procedures for procurement of goods and services

Assist all fiscal auditors and coordinate auditing services and activities

Manage all banking and investment activities

FACILITIES

Assists Pastor with overseeing major repairs, renovations and capital projects according to Diocesan policies and procedures

HUMAN RESOURCES

Maintaining employee job descriptions, personnel policies including implementation of the guidelines and policies of volunteers

Administer all payroll functions including onboarding and payroll processing

Administer parish employee benefit programs and other related personnel requirements in compliance with Diocesan policies and regulations in accordance with Federal, State and Local law.

Interested candidates please submit a cover letter, resume and contact information for three references using the below form.

Deadline for submission is May 15, 2022.