

Job Title: Business Manager
Reports To: Pastor
Parish: St. Patrick Catholic Church, Yorkville, IL
Position: Full-time, Benefits

POSITION SUMMARY

Our vibrant Catholic parish is seeking a dynamic and business-savvy individual to join our team as a full-time Business Manager. This role is critical in supporting the mission of our parish by maintaining financial health and streamlining operational processes. If you are an achiever with a passion for both faith and finance, we want to hear from you! We offer a competitive salary and benefits package.

Responsibilities

- Handle all the parish's financial activities, including budgeting, accounting, and reporting.
- Oversee payroll, accounts payable, financial record-keeping, and stewardship and capital campaign activity.
- Develop and implement financial policies and procedures and maintain compliance with same.
- Serve as a resource for the parish council, finance council, and parish organizations on financial matters.
- Prepare and present financial reports to the diocese, parish leadership, and parishioners.
- Manage contracts, leases, and vendor relationships.
- Responsible for the functional areas of Personnel, Building & Grounds, and Communications.
- Supervise administrative team and ensure smooth day-to-day operations.
- Support the mission, philosophy, objectives, and policies of the Catholic Church and the Diocese of Joliet.
- Other duties as assigned.

Qualifications

- Bachelor's degree in Business Administration, Finance, Accounting, or a related field; CPA or equivalent certification is a plus.
- Proven experience in financial management and business operations, 3-5 years preferred.
- Good understanding of accounting principles and financial reporting.
- Experience with Google Business Suite of products.
- Excellent organizational and leadership skills.
- Ability to work collaboratively with diverse groups and individuals.
- Commitment to upholding the values and mission of the Catholic Church.

How to Apply

Please submit your resume and cover letter to hr@stpatrickyorkville.org. Please reference *Business Manager Application* in the subject line of your email. Applications will be reviewed on a rolling basis until the position is filled. St. Patrick Parish is located at 406 Walnut Street, Yorkville, IL. Phone 630-553-6671.