

JOB DESCRIPTION

Our Lady of the Lakes and Immaculate Heart/St Emily Parishes

Job Title:	Business Manager/Controller (Director of Finance and Administration)
Department:	Business Office
Reports To:	Pastor
FLSA Status:	Full-Time, Non-Exempt
Prepared By:	Kathleen Baumann, Chris Hanneken
Prepared Date:	10/06/2026
Revised Date:	
Schedule	

SUMMARY

The Business Manager/Controller serves as the chief financial and administrative officer of the parish and its ministries at Our Lady of the Lakes Parish and Immaculate Heart and St. Emily Parishes. This position is responsible for managing fund accounting, budgeting, human resources, parish office operations, and financial stewardship activities while ensuring compliance with diocesan policies and procedures.

CONTEXT

Works Closely With: Pastor, Business Office Employees, Parish Finance Council, Diocesan Office, and Parish Staff

ESSENTIAL DUTIES AND RESPONSIBILITIES

Financial Management & Fund Accounting

- Oversee all parish accounting functions including AP, AR, payroll, cash receipts, bank reconciliations and general ledger accounting.
- Maintain accurate financial records using fund accounting principles and diocesan policies.
- Manage restricted, designated and unrestricted funds.
- Prepare financial reports for the Pastor, Finance Council and Diocese.
- Coordinate budgeting and monitor ministry budgets.
- Ensure strong internal controls and safeguarding of parish assets.
- Oversee collections, online giving, capital campaigns, memorial and endowment funds.
- Coordinate financial reviews, audits and compliance reporting.
- Monitor cash flow and provide financial analysis for parish leadership.
- Ensure compliance with diocesan financial policies and applicable laws.
- Attend and/or complete all workshops and training as directed.
- Other applicable duties as assigned

GENERAL RESPONSIBILITIES

Maintain a current level of knowledge and skills required to effectively serve in this position.

SUPERVISORY RESPONSIBILITIES

- Direct and oversee daily parish office operations.
- Develop and maintain administrative policies and procedures.
- Other Business Office employees whose duties will include:

Human Resources

- Administer payroll, benefits and personnel records.
- Ensure compliance with employment laws and Safe Environment requirements.
- May supervise other parish employees

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE

- Bachelor's degree in Accounting, Finance, Business Administration or related field required.
- CPA Preferred.
- Minimum five years of accounting and financial management experience.
- Experience with fund accounting, church accounting, nonprofit accounting or diocesan financial management strongly preferred.
- Strong budgeting, audit and internal control experience.
- Successfully pass a criminal background check.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions. While performing the duties of this job, the employee is required to handle the computer, keyboard, phone, 10-key and other applicable office machines, retrieve copies from the copier (getting up and down out of chair multiple times a day), retrieve archived materials from basement storage, put materials into the archived storage area.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The environment is professional but relaxed and friendly.

ACKNOWLEDGEMENT

I have read and understand this explanation and job description. This job description is subject to change at any time.

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____