

Business Manager: Job Description

Mary, Mother of the Church Parish

La Crosse, Wisconsin

Relationship to the Parish Administrative Organization

Reports to the Pastor

Principal Responsibilities

1. Maintains proper and complete financial and accounting records
2. Processes and maintains payroll records
3. Manages the business activities of the parish, including human resource liaison for staff

Principal Activities

1. Prepares deposits
2. Records all financial transactions including contributions, weekly collections, ACH, and other giving/payments
3. Obtains authorization and processes expenditures and accounts payable
4. Works with a third party vendor to reconcile parish bank accounts monthly
5. Prepares payroll to be submitted to a third party vendor, enters payroll journal entries, and maintains payroll records
6. Oversees personnel documentation, benefits, employee onboarding and termination processes
7. Prepares Annual Contribution Statements to parish households
8. Prepares financial reports for the Finance Council, the Annual Report to the Bishop, and the Annual Report to the Parish
9. Prepares materials and presents for the quarterly Finance Council meetings and functions as recorder
10. Prepares the budget to present to the Finance Council
11. Assists donors with contributions to the Endowment Trust and works with trustees to schedule and prepare the annual meeting
12. Provides the financial support to Journey Together in Christ faith formation cooperative, such as tuition, payables, invoices, and requested reports
13. Supervises the Scrip Program and assures accountability is maintained
14. Complies with federal, state, and diocesan policies, procedures, and regulations such as maintaining ServSafe, vehicle safety, and vendor records
15. Manages office equipment rentals and professional service agreements
16. Coordinates volunteers for office projects along with the Office Assistant, especially volunteer money counters and Scrip inventory volunteers
17. Performs other tasks as assigned

Qualifications

1. Possesses minimum of an Associate Degree in Accounting or Finance or equivalent demonstrated experience in accounting
2. Experience or ability to use QuickBooks Online and Microsoft Office/365, especially Excel; preference may be given to experience in database and/or accounting software
3. Ability to learn in-house software ParishSoft, WeShare Online Giving, and RaiseRight Online Scrip Program
4. Possesses strong financial acumen; ability to analyze data; good communication skills; clerical and customer relations skills
5. Ability to work well with others, maintain confidentiality, and maintain good attendance

Hours

Part-time position (28 hours/week); office hours (Tues.-Fri.; 8AM-3PM); \$23+/hour pay range is commensurate with experience

Available

November 17, 2025 – March 1, 2026. Interviews begin November 11, 2025. To apply, please submit a resume with references from previous employers to Father Konopa at the parish office (2006 Weston Street) or frkonopa@mmoclacrosse.org.

October 23, 2025