

Job Posting

Business Manager; Mary, Mother of the Church; La Crosse, Wisconsin

This is a part-time position (28 hours per week) T–F. The Parish Business Manager serves in an administrative position, in conjunction with duties as parish accountant and reports directly to the Pastor.

Job Responsibilities:

- Prepare budgets
- Manage all aspects of A/P and A/R
- Process and assist in reconciliation of online ACH payments
- Reconcile the GL
- Reconcile all bank statements for bank accounts and credit card accounts, assisted by a third party accounting firm
- Balance monies received for deposit and enter donations received into parish data system weekly
- Prepares and distributes annual contribution statements to households at year end
- Assists donors with contributions to the Endowment Trust and works with trustees to schedule and prepare the annual meeting
- Prepare financial statements for Finance Council monthly, quarterly and annually or as needed and functions as recorder
- Prepare End-of-Year financial reports for the parish and for the Diocese of La Crosse
- Prepare and submit payroll worksheets to the third-party payroll processor
- Assist the pastor in the development and implementation of stewardship and strategic initiatives
- Manage the Parish staff, including documentation, benefits, employee onboarding/off boarding, employee reviews, and employee performance opportunities.
- Comply with federal, state, and diocesan policies, procedures, and regulations such as maintaining ServSafe, vehicle safety, and vendor records
- Coordinate volunteers for various projects and events throughout the year, including money counters and Scrip volunteers
- Coordinate shared programs with other parishes in the La Crosse Deanery
- Oversee rental of parish facilities
- Manage Parish Technology/Data Systems
- Performs other work-related duties as may be requested

Required Qualification and Skills:

- At least 3 years of experience in bookkeeping and business management, preferred non-profit experience
- Proficient in QuickBooks Online and Microsoft Office 365, with an emphasis on Excel
- Knowledge of/Ability to learn in-house software ParishSoft, WeShare Online Giving, and RaiseRight Online Scrip Program
- Possesses strong financial acumen; ability to analyze data; good communication skills; clerical and customer relations skills
- Demonstrate communication skills (verbal and writing)
- Independent judgment to solve problems and take appropriate actions
- Highly developed interpersonal skills, ability to work well with others and ability to maintain confidentiality
- knowledge of accounting principles and practices
- Able to set priorities and organize work effectively and efficiently
- Ability to compose correspondence, minutes, and/or reports

Salary range is \$23.00 to 25.00 per hour. Offered salary is based on various factors, such as diocesan-wide pay for certain positions, internal equity, market data, applicant's skills and relevant experience, degrees, and certifications.

This position receives PTO, life insurance and 403(b) with a 5% employer contribution.

Please send resume and cover letter to David Wagner, Finance Council Chair at the following: dwagner1424@gmail.com

Job Type: Part time days

Expected hours: 28 per week

Work Location: In person