

Accountant & Operations Manager
St. Stephen Church 2100 Baseline Rd. Grand Island, NY 14072



Full-Time Salaried (Exempt)

The ideal candidate is an experienced professional with strong finance, accounting, payroll, human resources, and managerial skills. The Accountant & Operation Manager must possess excellent organizational abilities, attention to detail, accuracy, efficiency, and the ability to manage multiple priorities in a fast-paced environment. Strong interpersonal and problem-solving skills are essential, along with the ability to work collaboratively with staff, parishioners, volunteers, contractors, and diocesan personnel.

Primary Responsibilities

- Oversee & hands on with parish accounting operations, office administration, maintenance, and custodial staff
- Manage all human resources functions, including bi-weekly payroll and employee benefits administration
- Supervise accounts payable and accounts receivable utilizing established accounting and census software programs
- Prepare monthly, quarterly, and annual financial reports for the Pastor, Trustees, and Finance Council
- Develop and monitor departmental budgets in collaboration with parish leadership and staff
- Serve as liaison with the Diocese, Audit Department, financial institutions, and contractors
- Oversee parish buildings and properties with maintenance staff
- Coordinate, monitor, and manage approved repair, maintenance, and improvement projects
- Responsible for the overall operations of the parish and campus

Qualifications

- Strong background in finance, accounting, and business management
- Human resources and payroll experience required
- Excellent organizational, communication, and leadership skills
- Ability to maintain confidentiality and exercise sound judgment
- Proficiency with accounting software and Microsoft Office applications
- Ability to work effectively with diverse personalities and volunteers

Compensation

- Full-Time Salaried Position Salary Range: **\$63,000 – \$68,000**