



## **Business Operations Assistant**

**Location: Part-Time, In-Person in South Bend, IN**

**Posted: June 12, 2026**

**Salary: Commensurate with experience**

### **Summary**

The Business Operations Assistant supports Saint Joseph Parish's mission by assisting with financial administration and providing professional administrative support to parish clergy and staff.

### **Duties & Responsibilities**

#### **Financial Administration & Contribution Tracking**

- Contribution Management: Process, record, and track weekly monetary offerings, donations, and pledge payments.
- Database Maintenance: Update and maintain accurate parishioner financial records in the church management software.
- Reporting: Generate regular contribution reports and prepare annual tax statements for parishioners.
- Accounts & Payroll: Assist with accounts payable, accounts receivable, and payroll processing.
- Deposits: Prepare and securely deposit all cash and check collections.
- Collaborate with parish personnel on projects and events.
- Other financial administration tasks as assigned by the Director of Business Operations.

#### **Operations & Office Management**

- Front Office: As needed, provide back-up support for parish Administrative Assistant.
- Assist with Indiana School Choice Scholarship documentation and record maintenance.
- Other office and administrative tasks as assigned by the Director of Business Operations.

### **Education, Experience, and Skills**

- Associate's degree in accounting, business administration, or related field preferred, or equivalent combination of education and experience.
- Software Proficiency Preferred: Experience with church management and accounting software (ParishSOFT Accounting, ParishSOFT Contributions, WeShare).
- Integrity: High level of discretion, confidentiality, and trustworthiness regarding financial data.
- Organization: Strong attention to detail and ability to manage multiple priorities.
- Communication: Excellent interpersonal skills to interact professionally with staff, clergy, and parishioners.

### **To Apply**

Send cover letter and resume to Jennifer Fortener, Director of Business Operations, at [jfortener@stjoeparish.com](mailto:jfortener@stjoeparish.com).