



Position: Business Manager (Full time)

Reports To: Pastor

Classification: Exempt

Position Summary

The Parish Community of Saint Helen is a Roman Catholic Church committed to worshipping God, serving others, and making disciples. In this vital role you will be responsible for fulfilling parish administrative needs in Financial Management and Safe Environment (Protecting God's Children.) This position is integral to the day-to-day operations of this vibrant community of faith. This is an in person position with a potential one day a week remote option.

Essential Functions and Responsibilities

- **Financial Management** – The Church is responsible for the financial resources which have been entrusted to it. This responsibility includes safeguarding Church assets, exercising prudence in financial matters, accountability to those who provide monetary support to the Church and to regulatory authorities, and compliance with all civil regulations. As such, the Church is committed to the highest standards of fiscal integrity and accountability. Strong systems of internal controls are needed to safeguard assets entrusted to leadership. It is important that team members be sure that best financial practices are being followed. Tasks include but are not limited to:
 - Assist in the preparation of all financial reports as per archdiocesan requirements in collaboration with the Pastor, Finance Council and diocesan approved CPA and coordinate production of Annual Financial Report to Parishioners.
 - Record bills and write checks using QuickBooks.
 - Record parishioner donations in the database and update the parishioner records.
 - Using the database provide analysis for both finance council meetings and requests of the pastor and stewardship consultant.
 - Deposit checks and record both manual and online deposits in QuickBooks.
 - Reconcile parish bank accounts on a monthly basis.
 - Develop and maintain an effective system of internal controls.
 - Assist in preparation of annual budget, monitoring the budget and maintaining budgetary controls.
 - Assist in fund raising programs in collaboration with the Pastor, including the recording of donations and preparation of required tax letters and thank you letters.
 - Manage parish on-line giving and banking.
 - Analyze and make recommendations pertaining to all contracts, including phone system, copiers, computers, on-line contribution system and payroll.

- Attend scheduled meetings, some of which are in the evening, and occasional meeting at the Archdiocesan Offices in Newark.
 - Other duties as assigned.
- **Safe Environment**
 - Coordinate the implementation of effective child protection training programs in the parish
 - Act as the diocesan contact person with the Office of Safe Environment for all activities associated with the Safe Environment Program
 - Act as the parish safe environment coordinator
 - Cross check that the parish 300 + volunteers are in compliance with the safe environment guidelines set forth by the Archdiocese of Newark
 - Work with ministry leads to ensure compliance of parish volunteers with safe environment guidelines

Minimum Qualifications

Education and Experience

- To perform effectively in this position, the incumbent is required to have a working knowledge of budgets, accounting, database management, payroll taxes and payroll tax filing requirements
- At least five years of experience in a professional environment desirable
- College degree in applicable field, or equivalent

Required Knowledge, Skills and Abilities

Knowledge

- Basic bookkeeping principles and procedures
- Church philosophy, principles, and teachings

Qualifications/Skills

- Proficient in QuickBooks Pro
- Proficient in Microsoft Office
- Organization and long-range planning
- Strong oral and written communication with diplomacy and professionalism
- Ability to work with databases
- Ability to plan and organize work, evaluate data, and prepare clear and concise reports
- Ability to work with minimal supervision and to cooperate and work easily with others

Abilities

- Always maintain confidentiality.
- Sit for sustained periods of time on a daily basis.
- Occasionally lift up to 20 pounds.
- Perform tasks requiring intermittent bending, stooping and walking.
- Sustain frequent movement of the fingers, wrists, hand and arms.

Preferred Qualifications

- A wide-ranging knowledge of contemporary Human Resource practices, policies and procedures.
- Working knowledge of parish and archdiocesan procedures and policies.
- Completion of Church Business Manager certification or will complete in the next two years.

Some of the Rewards of Working Here

- Mission and Impact. You will be part of an energetic team committed to inviting the Holy Spirit to animate our ministries and create fertile ground for people to encounter Jesus Christ, grow as a disciple and share the love of Christ in the world.
- Beautiful Environment. Our state-of-the-art church and campus in Westfield NJ is a great place to work.
- We pray before meetings.
- The work is meaningful and exciting.
- As part of our team, you'll know you are appreciated and valued for who you are.