

Job Title: Business Manager

Location: All Saints Parish, Evansville, IN

Reports To: Pastor/Pastoral
Life Coordinator

Employment Type: Part Time Hourly Non Exempt

Posted Date: 4-3-23

Summary: Provides day to day completion of the general financial/business operation of the parish. This position has an emphasis on finances.

Essential Job Functions:
Business Management

Accounts Payable: Input invoices, collect time sheets, coordinate Catholic school tuition assistance program, conduct the CPC process with parish staff, assist with the annual stewardship campaign (treasure appeal), update financial records based on the TTT campaign, assist in budget preparation.

Annual November Sweepstakes: conduct the Sweepstakes, annually acquire charity gaming license and prepare the charity gaming reports.

Financial accounting: complete tasks associated with Sunday contributions and electronic giving, financial reports, update & maintain PDS, process financial correspondence, use of Flocknotes for stewardship.

Auditing & Reports: Update/audit PDS quarterly, run requested reports, audit online gifts Aware 3, work with Finance Committee, work with ONB, maintain database for Diocesan appeals, endowments.

Administrative responsibilities: team meetings, collaborates with parish leadership in establishing parish mission and vision, goals, objectives and long-range planning, collaborates with Pastoral Team on special Parish events, encourages lay leadership in areas of responsibility, helps coordinate charity and justice work of parish, assist in working the Masses

Required Skills: Minimum of three years in business.

Desirable Skills: Experience with Word, Excel, and PDS.

Education Requirements: Bachelor's degree, experience in accounting, business/finance practices. Experience with Word, Excel, and PDS.

Employees shall exhibit in behavior and lifestyle values in accord with Catholic teachings. All employees shall abide by the laws of the Church and the state. All employees must comply with the provisions of the Safe Environment Program of the Diocese of Evansville

To apply please send your resume and cover letter to Sharon Vogler at svogler@evdio.org