Parish Business Manager (PT) - St. John Chrysostom Parish, West Roxbury

Part-time position: 20 hrs/wk are negotiable depending on work load. Flexible schedule.

SUMMARY: The Parish business manager for St. John’s Parish, West Roxbury, will be in support of the Pastor/ Administrator's responsibilities to the Parish. This position is a steward to the physical, financial and personnel resources of the parish, and reports to the Pastor/ Administrator.

RESPONSIBILITIES:
- Maintain accuracy of all financial files and records and establish a responsible cash flow management system.
- Prepare, administer and review budget processes and be accountable to the Pastor/ Administrator and the financial council.
- Monitor bank and financial account summaries and verify accuracy to the parish financial records.
- Maintain records such as tax forms, vacations, and sick time for all parish employees.
- Help form and serve on a Buildings and Ground committee composed of parishioners.
- Participate in hiring and termination policies of the parish in collaboration with the Pastor/ Administrator.
- Responsible for purchases of equipment, furniture, fixtures and office supplies approved by the Pastor/Administrator.
- Attend staff meetings, RCAB meetings and others that may be required.

QUALIFICATIONS:
- College degree and/or 10 years business experience, demonstrating the ability to carry out the requirements for the position, be able to accept responsibility, be on call, and respond to emergencies nights and weekends.
- Must have knowledge of accounting principles and practices.
- Strong organizational skills, be able to set objectives and establish priorities and timelines to complete tasks in a timely manner.
- Knowledge of commercial buildings construction and maintenance and has the ability to secure and direct outside contractors.
- Experience maintaining confidentiality where required.
- Must be a good communicator
- Must have a strong desire to serve in Catholic ministry and a loyalty to St. John’s Parish.
- Must be successful in leading financial operations within a framework of shared ministry and Catholic values.
- Some skills in fundraising required and will be expected to attend and continuing education offered by the RCAB.

This is presently a part-time position but might be extended to full time as funds permit.
Submit resume and cover letter to johncarroll4@aol.com