

Job Posting Form

Date Posted: September 15, 2020

Send resume to: Rev Ted Jost, Pastor
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4737 Lake Shore Road,
Hamburg, NY 14075
Fax: 627-7062

Type of Employment: Summer: Part-Time: If part-time, # of hours per week 16 Full-Time:

Job Title of Open Position: Part-Time Business Manager

Salary: \$16/hour, 9am -1pm, Monday thru Thursday Salary will be: hourly other

Employer: ST. Mary of the Lake Church Department Accounting

Location Address: St. Mary of the Lake Church, 4737 Lake Shore Road, Hamburg, New York 14075

Employer website: Smolparish.org

Brief Job Description

The Business Manager maintains an accurate system of record keeping for all parish financial matters. Prepares monthly, quarterly, and yearly reports for the parish and the diocese. Administers a cash flow management system with purchasing and payment schedules clearly defined. This is accomplished with the current PDS program.

Essential Duties & Responsibilities:

- Prepares, administers, and reviews the budget process in collaboration with the Finance Council and Pastor.
- Monitors Sunday collection and facilitates bank deposits.
- Assists in the planning and execution of financial stewardship, long range planning and fundraising efforts.
- Attends staff, committee, and Diocesan meetings when appropriate.
- In addition to strong accounting skills, the Business Manager has some HR responsibilities and is expected to be present at fundraising events throughout the year.

Qualifications: Required Education/Experience

Education:

Minimum: Associates Degree in Accounting and Business Administration is preferred but not mandatory.

Experience:

Minimum: Strong accounting experience.

Desired Skills

- Organization, planning and time management
- Strong oral and written communication skills
- A problem solver and collaborator
- Ability to maintain confidentiality
- Proficiency in computer skills and technology.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **October 15, 2020**