

Date Posted: 04/13/2021

Send resume to: treddinger@nativityschool.net

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

Job Title of Open Position: Business Manager

Salary: Commensurate upon experience/education Salary will be:  hourly  other

Employer: Nativity of Our Lord Department Parish/School

Location Address: 43 Argyle Place Orchard Park NY 14127

Employer website: Nativityofourlordop.com

### **Brief Job Description**

The Parish Business Managers oversees the day-to-day business and accounting operations of the Parish. Maintains financial bookkeeping system including accounts payable, receivable and cash receipts. Balances accounts, ledgers and reconciles bank statements. Prepares financial statements. Prepares budget and reconciliation against budget. Prepares and maintains all aspects of Human Resources associated with the employees.

### **Qualifications**

- Bachelor's Degree in Accounting or Finance from an accredited college or university required
- Minimum of five (5) years of experience in accounting required
- Minimum of three (3) years in a supervisory/lead role required
- Strong knowledge and training in a full range of accounting/financial matters required
- Knowledge of general business management and understanding non-profit business and Issues

### **Desired Skills**

- Self-motivated, possessing enthusiasm for faith and the ability to share the Catholic faith with others
- Ability to communicate effectively and appropriately, both verbally and in writing
- Ability to successfully manage multiple projects and delegate tasks when necessary
- Effective planning and organizational skills, including long range planning
- Highly visible as a supervisory, interacting with staff, volunteers, parents, and youth
- Skilled in recruiting and training supporting volunteers
- Proficiency in technology, social media, MS Office, etc.

E.O.E.

How to Apply: By Mail  E-Mail  Fax  as above,