

Date Posted: January 27, 2021

Send resume to: Stjohnsfinance2017@gmail.com

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: St. John the Baptist RC Church Department Finance/HR

Location Address: 1085 Englewood Ave Kenmore, NY 14223

Employer website: www.stjohnskenmore.org

Brief Job Description

The Business Manager of St. John the Baptist in Kenmore will work with the Pastor to oversee the finance and personnel of the parish. This individual will partner with the Diocese administration, when necessary, to work through daily operations.

Essential Duties & Responsibilities

- Complies and analyzes monthly and annual financial statements, including submission of annual reporting to the Diocese of Buffalo.
- Accurately maintains the PDS Ledger System for both the parish and school
- Oversees payables, and completes monthly bank reconciliations
- Manages system of online parish weekly offerings through VANCO Systems
- Processes bi-weekly payroll for the parish and school through ADP
- Responsible for annual renewal of health insurance, and bi-weekly reporting of pension earnings, in accordance with Who's Where Aggregate Tracking System
- Responsible for special projects which have included filing/properly accounting for PPP loan, as well as Federal Employer Retention Tax Credits
- Maintains parish and school NYS best practices reporting, as well as attends Diocesan meetings when required.

Qualifications: Required Education/Experience

- B.S. in Accounting /Finance; A.S. in Accounting/Finance and 2 additional years of relevant experience may be considered in lieu of a B.S. degree may be considered
- Minimum 3 years of finance experience

Desired Skills

- Excellent written and verbal communication skills
- Strong organizational, planning, and time management skills
- Strong computer skills including, Microsoft Office – Outlook, Word, Excel, and PowerPoint
- Ability to maintain confidentiality
- Must be able to multi-task and work independently with success
- Must be extremely reliable, trustworthy, and punctual

E.O.E.

How to Apply: Email to: stjohnsfinance2017@gmail.com