

Christ the King Church
Haddonfield, NJ

BUSINESS MANAGER

Division: Business Staff
Supervisor: Pastor
FLSA Status: Exempt
Supervises: Secretary
Salary Range: \$59,000 - \$64,000

Summary

The business manager is responsible for parish and school finances and human resources, school tuition, the parish front desk, and certain other administrative functions. The business manager is not simply a bookkeeper, but a leader expected to promote a welcoming office and efficient stewardship of the parish's human and financial resources. They have important relationships not only with the pastor and school principal, but also with the parish finance council, the school board, and the finance and HR offices of the Diocese of Camden.

Key Responsibilities

Finances

- Prepare deposits for parish and school bank accounts daily
- Pay approved parish and school invoices weekly
- Process payroll
- Reconcile parish and school bank accounts monthly
- Send parish monthly financial statements to the finance council
- Send school quarterly financial statements to the school board
- Submit financial reports to the diocese as required biannually
- Submit tax reports as necessary
- Prepare parish and school budgets annually in consultation with the pastor and finance council and principal and school board, respectively
- Maintain vendor files

Human Resources

- Field general HR questions and seek support from the diocesan HR office as needed
- Track sick leave and vacation days
- Assist with paperwork for employee benefits and disability claims
- Provide supervisors with support during annual assessments
- Maintain confidential and compliant employee files

School Tuition

- Handle all parent/guardian inquiries about tuition
- Maintain records on Finalsight SIS for tuition payment and delinquency
- Manage financial aid applications on FACTS and distribution of funds to families
- Collect school tuition payments

Front Desk

- Supervise the front desk
- Handle managerial responsibilities, e.g. negotiate copier lease, IT support contracts

Other duties as assigned.

Experience and Qualifications

- A bachelor degree in business, preferably accounting *OR* a minimum of three years in accounting working, preferably a nonprofit or Catholic organization
- “Soft skills” including organization, confidentiality, and collaboration
- The candidate must have or be prepared to develop a working knowledge of the following software:
 - FACTS
 - Finalsight SIS
 - Google Workspace
 - Microsoft Office
 - ParishSOFT Accounting
 - Send Pro/Pitney Bowes Machine

Normal Hours

- While some standard office hours are important, this position allows remote work