

Business Manager
Blessed Sacrament & Our Lady Queen of Peace Parishes
Belleville, IL

JOB DESCRIPTION

Overall Responsibilities

The parish Business Manager is responsible for all parish administrative and financial function of the church and school as delegated by the parish Pastor/Administrator. Overall responsibility includes establishing and maintaining internal controls to safeguard assets and vital records and ensure all contracts and transaction are done in compliance with Pastor, Administrator, Parish Council, Trustee or Finance Council and diocese guideline as appropriate. Areas of responsibility include finance, facilities, security, purchasing, stewardship, communication and certain human resource tasks. Duties include but are not limited to representing Blessed Sacrament and Queen of Peace parishes in various meetings, general accounting, payroll administration, financial analysis and reporting of the financial results, preparation of budgets, strategic plans, capital justification, fundraiser and other special projects or duties as required. The position provides key counsel to the Pastor, Administrator and School Principals, requiring confidentiality to safeguard the assets of the Parish and its Parishioners.

Qualifications

- Bachelor's degree
- Solid working knowledge of QuickBooks is a must
- Relevant managerial, finance and administrative background
- High degree of integrity and confidentiality
- Strong organization skills
- Effective oral and written communication
- Multi-task, ability to prioritize various projects
- Collaboration/people skills
- Christian Values
- Flexible

Compensation and Benefits

- Salary \$40,000 - \$45,000 based on experience and qualifications
- Vacation, sick leave
- Health insurance and retirement benefits

Apply by sending a cover letter and resume to emmanuvalbs@gmail.com

Application deadline: Friday, September 4, 2026