St. Peter Roman Catholic Church in north, suburban Columbus is seeking a new, full-time Business Manager and Accountant able to start at the beginning of June, 2019. The new hire would enjoy a month of mentoring by the retiring Business Manager.

In brief, the Business Manager and Accountant …

- Administers all parish business operations, including payroll; employee benefits; personnel and office management; bill paying; managing cash flow; and bookkeeping.
- Supervises and safeguards the integrity of the collection, counting, recording, and depositing of parish revenues of all types, for all purposes, and from all sources.
- Coordinates parish liability and property insurance programs.
- Serves as parish financial contact with financial institutions and diocesan offices.
- Prepares monthly financial statements for distribution to the Pastor and members of the Parish Finance Council.
- Prepares and submits to the Diocese at each financial year-end (June30th) an annual parish budget and finalized annual financial statements.
- Reports to, and attends, quarterly evening meetings with the Parish Finance Council.
- Facilitates the proper functioning of the computer network, individual computer programs; the telephone, alarm, and electrical failures.
- Advises the Facilities and Campus Supervisor as needed.
- Makes parish policies in conjunction with the Pastor.
- Attend other parish committee meetings when occasionally designated by the Pastor.

The Business Manager must have strong management skills, accounting skills, flexibility and aptitude in order to handle diverse and simultaneous duties. The Business Manager and Accountant must be a disciplined individual who can be trusted to focus and self-direct.

To perform this job successfully, an individual should have knowledge of Microsoft© Office Word, Excel, and Outlook and QuickBooks©. The Business Manager and Accountant will have to learn the Diocesan-mandated payroll system. Excellent oral, written communication and human relation skills are essential in order to deal effectively with co-workers, other parish or Diocesan employees, families and the general public.

Business Manager – Accountancy Applicants and Candidates must have …

1. A Bachelor’s Degree in Accounting (B.S.) or Finance (B.S.).

Salary is commensurate with experience.

Send resumes, with references, to the Business Manager, Mike Luis, C.P.A., J.D., at St. Peter Roman Catholic Church, 6899 Smoky Row Road, Columbus, Ohio 43235.