



DIocese OF SPRINGFIELD IN ILLINOIS

OFFICE FOR HUMAN RESOURCES

Employment Listing

Job Title	Business Manager
Location	Outside the diocese
Application Deadline	Thursday, February 24, 2022

Job Description

Start a Great Career with a Great Purpose!

Committed to living out the endless love of the Trinity, we are a welcoming, faith-sharing Catholic family of believers, centered on the Holy Eucharist as the source of our life in Christ.

In this role, You will...

be responsible for the administrative functions of the parish; oversees and has responsibility for church and school accounting and finances, human resources, supervises parish office and staff; and effectively communicates and collaborates with the pastor, principal, staff and volunteers.

Job Qualifications

Required

- Proven experience in budget development, control, analysis, and reporting
- Lead initiatives surrounding the security of the church and school campus, including the safeguarding of assets, staff and visitors
- Management or Business degree with accounting experience preferred

Preferred

- Several years' experience handling financial and business transactions
- Flexible schedule to accommodate meetings & events during the evening & weekends

How to Apply

If interested in this amazing opportunity, please send a cover letter and resume to the Pastor, Fr. Rafal Wasilewski, C.R. at father@holytrinitywestmont.org