

**Saint Peter Parish, Chesaning
Saint Cyril Parish, Bannister
Job Description**

JOB TITLE:	Business Manager, St. Peter Parish Bookkeeper, St. Cyril, Bannister	DATE: September 2025
SUPERVISOR:	Pastor	
STATUS:	Part-Time 1, Hourly, Non-Exempt (<i>32 hours per week</i>)	

GENERAL DESCRIPTION

- **The Business Manager:** is responsible for parish administration (including maintenance & grounds). Financial management and oversight, and program and personnel supervision under the direction of the Pastor. Maintains the day-to-day administration of the parish and to keep abreast of all laws, both civil and church, pertaining to the administration of the parish.
- **The Bookkeeper:** is responsible under the direction of the pastor to establish policies, perform confidential bookkeeping assignments for the parish operations, utilizing in-depth knowledge of diocesan policies, operations, procedures, and personnel. Provides accurate day-to-day fiscal and operational services, computer input/output services.

Business Manager, St. Peter Parish - Essential Duties & Responsibilities

- Supervise and provide direction to the maintenance personnel, housekeeping and volunteers
- Train, schedule and supervise parish office personnel, e.g. parish secretary, receptionist
- Prepare and report Federal and State taxes as required by law.
- Process and pay monthly invoices for all departments under Saint Peter Parish
- Prepare and maintain financial reports for all departments monthly.
- Prepare yearly financial reports (Annual Fiscal Report) to the Diocese.
- Balance checking and savings accounts for the parish.
- Assist in preparation of the annual budget.
- Provide regular budget reports to department heads and Finance Council.
- Supervise the annual Christ's Mission Appeal and any special funds.
- Administer and process employee benefit programs
- Prepare payroll and associated forms, 1099 etc.
- Maintain and update personnel files including paid time off and time sheets.
- Process new hires and separations.
- Other duties as assigned by supervisor.

Bookkeeper, St. Cyril, Bannister - Essential Duties & Responsibilities

- Prepare and report Federal and State taxes as required by law.
- Process and pay monthly invoices for all departments under Saint Cyril Parish,
- Prepare and maintain financial reports for all departments monthly.
- Prepare yearly financial reports (Annual Fiscal Report) to the Diocese.
- Balance checking and savings accounts for the parish.
- Assist in preparation of the annual budget.
- Provide regular budget reports to department heads and Finance Council.
- Supervise the annual Christ's Mission Appeal and any special funds.
- Administer and process employee benefit programs.
- Prepare payroll and associated forms 1099 etc.
- Maintain and update personnel files including paid time off and time sheets.
- Other duties as assigned by supervisor.

Business Manager: Accountability & Collaborative Relationships

- Position reports to and is evaluated by the Pastor.
- Serves as a member of the Parish Team and works in close collaboration with the Team for the welfare and benefit of the entire parish.
- Meets as part of the Parish Team to formulate common visions and goals while supporting other members of the Team.
- Serves as a resource person for the Finance Council and attends the monthly meetings.
- Is expected to attend Diocesan meetings as related to areas of responsibility.
- Keeps abreast of policies and guidelines regarding parish administration.
- Meets with other parish staff and employees as needed.

Bookkeeper: Accountability & Collaborative Relationships

- Position reports to and is evaluated by the Pastor.
- Serves as a resource person for the Finance Council and attends the monthly meetings.
- Is expected to attend Diocesan meetings as related to areas of responsibility.

Business Manager & Bookkeeper: Qualifications & Skills

Education: High school diploma or GED required; Business college training is preferred. Related professional training or certification is highly desirable.

Experience: A minimum of three years' prior bookkeeping experience and office management is required.

Job Related Skills: Ability to operate office equipment and competence in computer software with the ability to learn new programs. Ability to effectively present information one-on-one and in small group situations to parishioners, clients and other employees of the parish

Interpersonal Skills: The ability to work with others in a collaborative team environment.. Ability to maintain strict confidentiality and high standards of honest and ethical behavior.

Language skills: Ability to read and comprehend simple instructions, write short correspondence, and memos. Ability to effectively communicate with business partners/agents, parishioners, staff, and other employees of the Diocese.

Reasoning Ability: Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Working Conditions

- **Hours of Work:** Business Manager: 28 hours per week, Monday through Thursday, 8:30 am to 4:30 pm at St. Peter Parish, Chesaning; Bookkeeper: 4 hours per week at St. Cyril Parish, Bannister
- **Nature of Work:** Work environment is primarily in an office setting where the employee is required to do extensive computer work.
- Employee is expected to walk, talk, reach, stand, sit, hear, and use repetitive motion of hands and feet, and may be required to lift up-to 15 lbs.
- A valid Driver's License is required.
- Regular, reliable attendance is required.

ADDITIONAL REQUIREMENTS

- Attend the Diocese of Saginaw Safe Environment training for new hire employees within the first 30 days of hire.
- Successful completion of criminal background check; pre-employment physical and drug screening may also be required. Additional skills testing and validation may also be required.
- Practicing Catholic preferred or, an individual who possesses a basic understanding of the teaching and traditions of the Roman Catholic Church and has a sound working knowledge of the Catholic faith and Church hierarchy.

Job Description Review and Acceptance:

I understand this job description and its requirements. I understand that this is not an exclusive list of the job functions and that I am expected to complete all duties as assigned. I understand the job functions may be altered by management without notice. I understand that this job description in no way constitutes an employment agreement and that I am an at-will employee.

SIGNATURES:

Employee: _____ **Date:** _____

Supervisor: _____ **Date:** _____