

**JOB DESCRIPTION**  
**Saint Elizabeth of Hungary Parish of Reese**  
**Saint Frances Xavier Cabrini Parish of Vassar**

**JOB TITLE:** Business Manager, St. Elizabeth of Hungary Parish (18 hours)  
Bookkeeper, St. Frances Xavier Cabrini Parish ( 4-6 hours)  
**SUPERVISOR:** Pastor  
**STATUS:** Hourly, Non-Exempt, Benefit-Eligible (Part-time 1) (based on a total of  
22 – 24 hours per week)  
**DATE:** June 2026

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**GENERAL DESCRIPTION:**

- **The Business Manager:** is responsible for parish administration, financial management and oversight, as well as program and personnel supervision under the direction and authority of the Pastor. Maintains the day-to-day operations of the parish and keeps abreast of all laws, both civil and canonical, pertaining to the administration of the parish.
- **The Bookkeeper:** under the direction and authority of the Pastor, performs confidential bookkeeping assignments for the parish operations, utilizing competent knowledge of diocesan policies, procedures, and personnel. Provides accurate fiscal and operational services, computer input/output services.

**Business Manager, St. Elizabeth Parish - Essential Duties & Responsibilities:**

- Train, schedule and supervise parish office personnel, e.g. parish secretary, receptionist etc. Supervise and provide direction to maintenance workers, housekeeping and parish volunteers in the office setting.
- Prepare and report Federal and State taxes as required by law.
- Process and pay monthly invoices for all departments e.g. Parish, Religious Education, Cemetery, Youth Ministry etc.
- 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; e.g. hospitalization, retirement, dental etc.
- Prepare payroll and associated forms, 1099 etc.
- Maintain and update personnel files including all-purpose leave and time sheets.
- Process new hires and separations.

**Business Manager: Accountability & Collaborative Relationships:**

- Serves as a member of the Parish Leadership Team and works in close collaboration with the Team for the welfare and benefit of the entire parish.
- Meets as part of the Parish Leadership 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 monthly Finance Council meetings.
- 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, St. Frances Xavier Cabrini Parish - Essential Duties & Responsibilities:**

- Prepare and report Federal and State taxes as required by law.
- Process and pay monthly invoices for all departments under Saint Frances Xavier Cabrini Parish e.g. Parish, Religious Education, Cemetery, Youth Ministry etc.
- 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; e.g. hospitalization, retirement, dental etc.
- Prepare payroll and associated forms 1099 etc.
- Maintain and update personnel files including all-purpose leave and time sheets.

**Bookkeeper: Accountability & Collaborative Relationships:**

- Serves as a resource person for the Finance Council and attends the monthly meetings.
- Attend Diocesan meetings as related to areas of responsibility.

**Qualifications & Skills: Business Manager and Bookkeeper**

- High school diploma or GED required to successfully accomplish the essential duties of this job.
- Advanced business-related training is preferred. Related professional training or certification is highly desirable.
- Ability to successfully operate office equipment and show competence in computer software. Ability and willingness to learn new programs and processes.
- The ability to maintain *Strict Confidentiality*.
- Ability to read and accurately comprehend instructions, correspondence, and memos.
- Ability to write clear and concise correspondence.
- Ability to effectively present information one-on-one and in small group settings to parishioners, clients and other employees of the parish.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Working Conditions:**

- The Business Manager works 18 hours per week, 52 weeks a calendar year at Saint Elizabeth of Hungary Parish and is eligible for benefits and all-purpose leave attributed to a Part Time 1 employee according to the parish benefits memorandum. Working hours for the Business Manager are 9:00a.m. – 3:00p.m. Monday, Wednesday and Thursday at the St. Elizabeth Parish office.
- The Bookkeeper will work 4-6 hours a week at the Saint Francis Xavier Cabrini office. Working hours for the Bookkeeper at the St. Frances Parish office will be determined by the Pastor and the employee.
- With the 2 positions combined, the employee is eligible for benefits and all-purpose leave attributed to a Part Time 1 employee according to the parish benefits memorandum.

- The employee must occasionally lift or move up to 15 pounds while performing duties of this job. The employee is required to stand, walk, stoop, talk, reach, sit, hear, and climb stairs.

**Additional Requirements:**

- Successful completion of the Diocese of Saginaw Safe Environment training for newly hired 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 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:** \_\_\_\_\_