



St. Vincent De Paul Catholic Church
1108 South Main Street
Elkhart, Indiana 46516

Pastor: Fr. Matthew Coonan

Phone: 574- 293-8231

Position: Parish Business Manager

Full Time: 9:00am to 5:00pm (or similar determined hours), Monday - Friday

Summary: The Parish Manager is the immediate administrative support to the Pastor, and the coordinator of parish financing and parish operations for the Pastor. The Parish Manager maintains parish financial records and coordinates necessary banking transactions and business operations. The Parish Manager also serves in the capacity of a human resource manager for employees. Finally, through collaboration with the Diocesan Business Office the Parish Manager is to help the Pastor assure that Diocesan policies are implemented and followed.

Jobs Summary:

- Oversee weekend/Holy Day collection counting, depositing, and inputting into parish software
- Receive, deposit, and input bequests or special donations
- Assemble weekly bills for payment
- Balance and maintain checkbooks for school lunch, stipend and similar parish group accounts

- Coordinate Finance Council meeting agenda
- Assist Pastor in delegated operational matters, secure bids/quotes, call vendors or representatives etc.
- Oversee maintenance of parish, assuring safety guidelines are followed and regular inspections fulfilled

- Maintain all personnel records
- Process payroll worksheets according to Diocesan protocol

Primary Objectives:

- Manage regular parish operations under the counsel and guidance of the Pastor
- Foster a positive and Christ-centered environment among staff of both Parish and School
- Advise and support the Pastor in parish financing decisions and endeavors

Specific Job Skills/Qualifications:

- Familiarity with word processing, database creation, budgeting, spreadsheets, and accounting

Required Education:

- Bachelors in Science: Business