

## **Business Manager**

### **St. Josephine Bakhita Parish – Rocky Hill**

The parish is seeking a business manager who can assist the pastor with the financial and business matters of the parish. The position requires a seasoned person for this role who is concerned about the stewardship of the resources of the parish. The position will be 30-35 hours per week (flexible). The position's responsibilities will include but are not limited to:

Finance and bookkeeping functions: accounts receivable/payable, general ledger, payroll and benefits, oversight of parish banking accounts and investments, prepare quarterly statements, annual reports/budgets (assisted by CPA), oversight of weekly/special collections and volunteer counter teams, oversight of on-line giving and envelope systems.

Interface with the following constituencies: vendors (relationships and purchases and contracts), IT consultants, CPA consultants, Archdiocese offices (finance, benefits, personnel), financial institutions (banks and investment firms: deposits, transfers), staff (benefits, vacation/holiday/sick day requests), Parish Finance Council and their meetings, and parishioners.

Qualified candidates must possess a minimum of a BA/BS degree in accounting or business administration. Experience in a non-profit or religious organization will be a plus. A good working knowledge of Microsoft Office, Excel and QuickBooks is required. Understanding of Paychex payroll services will be a plus. The ability to multitask while maintaining a high level of organizational skills, productivity, problem solving skills and a strong concern for security and confidentiality is important.

To request a copy of the full job description or to submit a cover letter, 3 reference letters and a resume please contact the Pastor Father George Couturier at [frgeorge@sjbrh.org](mailto:frgeorge@sjbrh.org) or 860-529-8655 ext. 11 by August 12, 2022