

PARISH AND SCHOOL BUSINESS MANAGER

Located in Aiken, SC, the Parish and School Business Manager keeps St. Mary Help of Christians' financial house in order. Because the Parish is a moral leader in the Aiken community, he/she must exhibit exemplary ethical and legal performance, controls and reporting in the financial area. The Parish and School Business Manager performs a key role in maintaining the integrity of St. Mary campus through oversight of parish financial policies, requirements, and processes. The ideal candidate is a with a BA in Accounting or comparable degree and at least 1 years' experience or equivalent years in a similar position.

The Parish and School Business Manager also completes the role by:

- Reporting the financial status of ongoing programs and/or new initiatives
- Prepare tuition contracts
- Produce and maintain general ledger with monthly financial reports to the principal, diocese, and school/parish finance committee
- Process State and Federal tax documents
- Supervises the accounts receivable/human resource and accounts payable
- Recording of pledges and gifts
- Maintaining cemetery records and issuing contracts/internment rights.
- Accuracy and precision in working in Serenic Accounting Program, FAX, Our Sunday, Visitor Online Giving Program, Excel, PDS [Parish Data System], MSWord, and using the internet
- A thorough working knowledge of GAAP [Generally Accepted Accounting Principles], financial, and general business practices.
- General office management and customer service skills
- Ability to maintain strict confidentiality where required
- Draft and present the annual Parish and School fiscal budgets for consideration and approval
- Prepare Parish and School financial reports for pastor
- Hours are 8:30am - 4:30pm, Monday thru Friday. Location: 203 Park Avenue SE, Aiken, SC

Please pick up an application at the Parish Office or call Patrick at 803.646.4373 to learn more.