

Business Manager

JOB TITLE: Business Manager

FLSA STATUS: Exempt

REPORTS TO: Pastor

WORK SCHEDULE: Full-Time, 40 hours/week

LOCATION: St. Pius X Catholic Church & School, Tulsa, OK

POSITION SUMMARY

The Business Manager provides strategic oversight of the financial operations for St. Pius X Catholic Church and School, including budgeting, accounting, and payroll for both parish and school staff. This position also administers HR compliance and benefits for parish office staff, and oversees the finance team. The Business Manager works closely with the Pastor, Principal, Finance Advisory Council, department heads, and administrative staff.

KEY RESPONSIBILITIES

Financial Oversight

- Prepare monthly and annual financial statements for all parish and school entities.
- Maintain the general ledger, process accounts payable, and run checks.
- Track expenses and restricted funds across departments.
- Coordinate budgeting and financial planning with the Pastor, Principal, and department heads.
- Ensure compliance with diocesan, state, and federal financial policies.
- Prepare the annual Cathedraticum report (the parish's annual financial assessment payable to the Diocese) and submit it.
- Manage parish and school investment accounts and capital campaign funds.
- Oversee preparation for annual audits and internal financial reviews, working with outside auditors as necessary.
- Reconcile month-end bank and general ledger statements for all parish and school accounts.
- Prepare and file Form 1099s for contract employees and vendors in compliance with IRS requirements.
- Prepare and submit required financial reports to the IRS and the State (via the Oklahoma Taxpayer Access Point, OkTAP), ensuring timely and accurate filings.
- Purchase U.S. Savings Bonds for 8th grade graduation awards.
- Process and track matching grant requests and receipts for parish and school programs.

Human Resources Administration

- Administer payroll, benefits, and retirement plans for all parish and school employees, including maintaining the parish's group health insurance plan and ensuring all new employees are enrolled in health, life, and disability insurance coverage.
- Maintain accurate personnel records, contracts, and documentation for parish office staff.
- Oversee employee onboarding, orientation, and separation processes for parish office staff (school employee onboarding and HR administration are managed by the Principal).
- Implement HR policies for parish office staff in accordance with diocesan and federal guidelines.
- Serve as liaison with the Diocese and benefit providers on all employee-related matters.
- Respond to payroll- and benefits-related questions from supervisors, staff, and school leadership.
- Ensure legal compliance with employment regulations, including ACA, FMLA, and FLSA, for parish office staff.

Administrative Support & Compliance

- Supervise the Accounts Receivable Coordinator.
- Coordinate with school and parish ministry leaders, ensuring all financial transactions for their groups are processed through the business office.
- Collaborate with Principal and Pastor on administrative projects and fiscal planning.
- Attend Finance Advisory Council meetings and prepare reports and documentation as needed.

QUALIFICATIONS

- Bachelor's degree in Accounting, Finance, or Business Administration required (CPA preferred).
- Minimum 5 years of experience in financial management and HR administration, preferably in a nonprofit or parish setting.
- Proficiency in QuickBooks, Excel, and financial reporting systems.
- Working knowledge of employment law and benefits administration.
- Notary Public commission (or willingness to obtain) required.
- Practicing Catholic in good standing preferred.

PHYSICAL & WORKING CONDITIONS

- Ability to sit and use a computer for extended periods.
- Occasional lifting of up to 25 pounds.
- Availability for meetings outside regular business hours (e.g., Finance Advisory Council).

To apply, please send a resume and cover letter to frgrant@spxtulsa.org by October 19th.