



JOB DESCRIPTION: Business Manager (Part-Time. 20 – 25 hours/week)

REPORTS TO:

- Managing Director

Works Closely With

- Board of Trustees Executive Committee Board Treasurer
- CPA
- Payroll provider
- Auditors
- Insurance representatives

Our Lady of the Holy Spirit Center is seeking a detail-oriented, mission-driven **Business Manager** to join our ministry team. This part-time position offers the opportunity to use your financial and administrative expertise in service of one of the Cincinnati area's premier Catholic retreat and spiritual renewal centers.

The Business Manager serves as the primary financial and administrative steward of Our Lady of the Holy Spirit Center, ensuring the integrity of the Center's financial operations while supporting its Catholic mission. Working collaboratively with the Managing Director and Board leadership, this position provides accurate financial reporting, oversees accounting and payroll functions, assists with human resources processes, supports budgeting and strategic planning, and helps ensure compliance with applicable financial, legal, and regulatory requirements.

This position plays a key role in safeguarding the Center's financial resources while supporting a culture of stewardship, accountability, and hospitality.

This position is 20–25 hours per week with a flexible work schedule.

PRIMARY RESPONSIBILITIES:

The Business Manager is responsible for the day-to-day financial administration of the Center, including:

- Maintaining the organization's accounting records and financial systems
- Managing accounts payable, accounts receivable, cash receipts, and bank deposits
- Processing payroll and maintaining payroll records
- Preparing monthly and annual financial statements and supporting reports
- Reconciling bank, investment, and credit card accounts
- Assisting with annual budgeting, cash flow management, and financial planning
- Maintaining vendor files, insurance records and certificates, and financial and vendor documentation
- Maintains merchant service accounts (credit card processing, RAMP, Square, or similar systems).
- Obtains and maintains W-9 forms, Certificates of Insurance, and other required vendor documentation.

- Coordinates annual 1099 reporting for vendors.
- Works with vendors to resolve payment discrepancies and accounting questions.
- Maintains fixed asset schedules and records capital purchases.
- Assists with grant reporting and restricted fund accounting, when applicable.

QUALIFICATIONS:

The successful candidate will possess:

- Bachelor's degree in Accounting, Finance, Business Administration, or a related field, or equivalent professional experience
- Five or more years of progressively responsible accounting or bookkeeping experience
- Experience with QuickBooks Online
- Experience processing payroll and preparing financial statements
- Strong understanding of accounting principles and internal controls
- Excellent organizational skills with exceptional attention to detail
- Strong written and verbal communication skills
- Ability to manage confidential information with professionalism and discretion
- Ability to work independently while collaborating effectively with staff, volunteers, Board leadership, and outside professionals
- Must have respect for and an understanding of the Catholic faith and be in good standing with the Church.

Preferred Qualifications

- Experience with nonprofit accounting
- Experience working with Boards of Directors or nonprofit governance
- Experience with budgeting, audits, and IRS Form 990 support

Faith Requirement

Employees of Our Lady of the Holy Spirit Center will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of Our Lady of the Holy Spirit Center. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops with regard to Catholic teaching. This requirement includes any public speech, demonstration, or writing, including the use of social media or other digital technologies.

COMPENSATION:

- Part-time (20–25 hours per week)
- \$30 - \$40/hour commensurate with qualifications and experience
- Flexible daytime schedule
- No employee benefits, health care, or paid time off

Why Join Our Team?

At Our Lady of the Holy Spirit Center, your work directly supports a ministry dedicated to prayer, spiritual renewal, evangelization, and hospitality. Every financial report prepared, every payroll processed, and every stewardship decision contributes to creating a welcoming place where thousands of visitors each year encounter Christ through retreats, Eucharistic Adoration, educational programs, and the beauty of our sacred campus.

If you are seeking a position where your professional expertise can make a lasting impact while serving the Church, we encourage you to apply.