



JOB DESCRIPTION: Part Time Business Manager

REPORTS TO: Board President, Managing Director

CLASSIFICATION: Salary non-exempt

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.

POSITION SUMMARY:

The person in this position assists Board President and Managing Director in ensuring that all financial activities are properly executed including receivables, payables, entries including journal entries into QuickBooks. Works directly with Book Store in financial management and inventory control. Maintains all insurance and workers compensation certificates for outside contractors and vendors.

WORKING HOURS: Hourly Non- Exempt. Up to 25 hours per week

COLLABORATION:

1. Board members, Managing Director, Development, Book Store volunteers, Maintenance, outside contractors and vendors.

ESSENTIAL DUTIES:

1. Recording day-to-day financial transactions and completing the posting process in QuickBooks.
 - a. Prepares general journal entries.
2. Reconcile books for OLHSC retail store.
 - a. Performs and reconciles store inventory quarterly.
3. Reconcile all bank and credit card accounts 15 days after close of month.
 - a. President of the Board to audit and approve.

4. Produce financial statements 15 days after close of month.
 - a. Provide to Director for review
5. Reconciling sales taxes, payroll taxes, 401k, and bank accounts at the end of each month.
6. Monitors financial transactions and reports.
7. Works with the Board and Managing Director develop the annual budget.
8. Processes all Human Resource related issues- Workers Compensation, address changes, payroll related changes and processing.
9. Processing accounts receivable and payable.
 - a. Maintains vendor files; processes vendor documentation.
 - b. Insurance, Workers Comp certs for contractors and W9 for vendors
10. Processing checks and cash from store, retreats, other income.
11. Maintains fixed asset schedules; records new purchases.
12. Additional tasks as assigned by the Board President or Managing Director

QUALIFICATIONS:

1. Knowledge of accounting/bookkeeping
2. Have a good working knowledge of MS Office, QuickBooks Online
3. Must possess excellent organizational skills.
4. Bachelor's degree or five years of experience in an accounting role
5. Must have respect for and an understanding of the Catholic faith and be in good standing with the Church.

BENEFITS:

1. This position is Part Time, Hourly Non-Exempt with no benefits or vacation available.

COMPENSATION:

1. Hourly rate commensurate of experience