



Newman Parish • 110 Garfield Avenue • Eau Claire, WI 54701 • 715-834-3399 • newmanec.com

Job Title: Business Manager

Reports to: Pastor

Hours: 32 hours/week, 12 months

Wage/Salary: Depends on education and experience, benefits offered

Start Date: June 1, 2023

Position Overview:

Newman Parish in Eau Claire, WI is seeking to hire a business manager who will be responsible for fulfilling the parish administrative needs in record keeping, finance, and communication. The business manager reports directly to the pastor and assists him in managing the temporal goods of the parish to further its spiritual mission.

Parish Overview:

Newman Parish is a Catholic Parish of the Diocese of La Crosse comprised of around 275 families from the Eau Claire area (population 69,441). Newman Parish has the mission to serve the college students, faculty, and staff of the University of Wisconsin – Eau Claire (undergraduate enrollment 8,923) and Chippewa Valley Technical College (undergraduate enrollment 4,175). The Newman Parish operates in the Ecumenical Religious Center located near the lower campus of UWEC. The Ecumenical Religious Center is a shared facility with the University Lutheran Church.

Responsibilities:

Parish Finance:

- Monthly accounting and accounts payable
- Monthly and annual financial reporting
- Monthly and annual budget analysis
- Handle Sunday Mass and online contributions
- Payroll and HR
- Periodic tax reporting
- Annual contribution statements

Parish Records:

- Maintain parish member database
- Maintain sacramental records
- Maintain parish calendar
- Schedule parish meetings including council meetings
- Keep up to date on Diocesan policies
- Schedule Mass intentions

Parish Communication:

- Email/phone communication with parish members
- Receptionist duties
- Monthly emails
- Weekly worship aid
- Update parish news on website

Parish Purchasing:

- Order liturgical, cleaning, office, and hospitality supplies
- Schedule trash/recycling/compost

Qualifications:

- Associate or Bachelor's degree in accounting or related field or equivalent
- Skills in accounting, payroll, and budgeting
- Skills in communication and collaboration
- Ability to organize and manage multiple priorities/tasks
- Proficiency with technology appropriate for job responsibilities, especially Microsoft Office and ability to learn ParishSoft accounting and records
- Ability to carry out job-related physical tasks
- Commitment to professional and spiritual development
- Practicing Catholic
- Presence within the parish, ideally registering as a parish member
- Conformity with guidelines and policies of the Diocese of La Crosse

For more information or to send a cover letter and resume by April 14 contact:

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