



*...to seek God in Community and to respond  
through prayer and ministry*

## **Business Manager**

The Benedictine Sisters of Elizabeth, New Jersey seek a full-time Business Manager.

### **Position Summary:**

The Business Manager is directly responsible for the finances of Saint Walburga Monastery.

The individual will have the opportunity to be involved with the financial aspects of the Community's building project which is beginning soon.

The Business Manager reports directly to the Prioress and works collaboratively with the Canonical Treasurer, Finance Committee and the community financial advisor.

### **Principal Responsibilities:**

#### ***Accounting/Finance –***

- Record and pay all bills and deposit funds
- Prepare the monthly Bank Reconciliations and General Journal Entries
- Prepare the annual budget in consultation with the Canonical Treasurer
- Review the general ledgers monthly for accuracy and to identify significant variances from budget
- Compile a listing of monthly adjusting journal entries for investment and bank accounts
- Prepare quarterly financial statements and present to the Council and Finance Committee
- Review activity in the operating account on a monthly basis
- Prepare the annual report for the NRRO (National Religious Retirement Office)
- Prepare for the annual audit/review
- Work with the Community's financial advisor
- Complete TRENDS report annually

#### ***Payroll/Employee Benefits--***

- Responsible for employee payroll utilizing CYMA Payroll software
- Responsible for submitting payroll tax payments as required by Federal Government and the State of New Jersey
- Manages the Sisters' FICA payroll records, returns, and payments
- Responsible for employees medical insurance, Workers' Compensation, and Short-Term Disability
- File quarterly 941 returns, print and distribute W-2 forms and handle any inquiries from the IRS
- File annual reconciliation of 941s and W-3s for the IRS

***Project management –***

- Assist the Community with any unusual/extraordinary financial and legal matters
- Research proposals on financial/facility projects suggested by the Administration

***Facility –***

- Work with the Director of Maintenance on building repairs as needed
- Ensure adequate insurance coverage for buildings and vehicles

***Management –***

- Assist in enrolling the Sisters in government programs (Social Security, Medicare, SSI, Medicaid or other such benefits)
- Receive and answer correspondence related to business and/or financial matters concerning the Benedictine Sisters of Elizabeth

**Qualifications:**

- Bachelor's Degree in Accounting or Finance, MBA preferred 3-5 years of experience in non-profit fundraising and marketing
- Experience in financial management and CYMA accounting software
- Ability to maintain absolute confidentiality with all information regarding the Benedictine Sisters of Elizabeth, NJ
- Ability to work independently as well as collaboratively
- Excellent time management and organizational skills
- It is important for the candidate to have a strong understanding and respect for the Catholic faith and women religious communities.

**Job Type:** Full-time with benefits

**Salary:** Commensurate with experience

**Location:** Saint Walburga Monastery, 851 N. Broad St., Elizabeth, NJ 07208

Interested candidates should submit the following electronic documents to: [BenedictineSisters@bensisnj.org](mailto:BenedictineSisters@bensisnj.org)

Please put **Application for Business Manager** in the subject line.

- 1) Letter of Interest, including salary requirements
- 2) Resume

Resumes will be accepted until the position is filled, but the review of applications will begin immediately; qualified candidates will be contacted as materials are received.

*Job Posting: Business Manager*