

THE CATHOLIC CENTER AT THE UNIVERSITY OF GEORGIA

The Catholic Center at the University of Georgia is seeking a full-time Business Manager.

Job Description

The Catholic Center at UGA is seeking a full-time Business Manager. The Business Manager is the financial administrator in support of the Director and his team. Stewards the physical, financial and personnel resources of the church and enables other ministries to function effectively. This role is ideal for a detail-oriented, organized, professional who is passionate about Catholicism and stewardship.

Key Responsibilities

- **Financial Management:** Safeguarding church assets, exercising prudence in financial matters, accountability to those who provide monetary assistance to the church. Tasks include budget preparation, oversee money handling procedures/cash counting, processing vendor invoices and reimbursement requests, presenting financials to the finance committee, account reconciliations, year-end contribution statements, church audits, contract review, church specific tax filing. Also serve as the main point of contact with the Archdiocese finance department. Enforce internal controls to reduce risk of fraud, misuse, waste or embezzlement.
- **Human Resources:** Maintain personnel files, coordinate on/off boarding of employees in Paylocity. Manage payroll/personnel reporting to the Archdiocese and serve as their main point of contact.
- **Facilities Management:** Oversee the maintenance, upkeep and security of church buildings and grounds. Assist in developing and rolling out an Emergency Operating Procedure. Ensure vendor COI and W9 compliance.
- **Office and Operations:** Serve as the main point of contact for IT and computer systems, including interaction with our third-party IT support. Oversee safeguards to our network including staff training.
- **General:** Ensure compliance with church special event insurance coverage. Perform semi-annual records retention review. Participate in church fund raising committees as needed.

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Qualifications and Skills

- **Faith-aligned:** Commitment to the mission and values of the Catholic Center.
- **Experience:** 3+ years of experience in accounting or bookkeeping preferred.
- **Organized and detail-oriented:** Ability to multitask, prioritize and manage time efficiently with limited supervision. Must be a self-starter.
- **Excellent communication:** Strong verbal and written skills to concisely communicate with the staff and Director.
- **Tech-savvy:** Experience with Microsoft Office, especially Excel. Ability to pick up new software knowledge quickly. ParishSoft software is used at the church.
- **Discretion and confidentiality:** Ability to handle sensitive church and community matters.
- **Facilities Knowledge:** Facilities management and basic repair knowledge is a plus.

Details

- **Position:** Full-time staff
- **Hours:** 30–40 hours per week
- **Schedule:** Flexible
- **Location:** In person at The Catholic Center at UGA
- **Start date:** As soon as you are able

Why Join Us?

- Be part of a mission-driven community that fosters faith and service.
- Work in a meaningful, purpose-filled role.
- Enjoy a flexible full-time schedule.
- Work closely with church leaders and a supportive and faith-driven staff.

How to Apply

If you are passionate about a faith-based business position, we encourage you to apply! All offers of employment are contingent upon a satisfactory background check. For those interested in applying, please submit your resume and a cover letter to bulletin@ccatuga.org.