

St. John the Baptist Parish in Joliet is seeking a full time Business Manager. This position oversees the parish office and office staff and is responsible for handling accounting and bookkeeping duties, preparing all financial records, payroll and reporting; is also responsible for calling and scheduling maintenance repairs, ordering supplies, etc. and handles other duties for the parish. Must have previous experience in accounting, bookkeeping, payroll and with accounting software. Benefits included. Must be bi-lingual in Spanish and English. Mail cover letter, resume and salary requirement to: Reverend Fred Radtke, OFM, 404 N. Hickory St., Joliet, IL 60435