



Business Manager

The Minnesota Catholic Conference (MCC), the public policy voice of the Catholic Church in Minnesota, is seeking a joyful and entrepreneurial missionary disciple to serve as the Business Manager. The Business Manager assists in the mission of the Minnesota Catholic Conference by providing administrative support to the Executive Director and staff in carrying out the financial and personnel functions of the organization and its affiliated advocacy partner organizations, such as the Joint Religious Legislative Coalition. Primary duties include overseeing financial operations, including bookkeeping, accounts payable and receivable, budgeting, financial reporting, and managing contracts; managing employee benefits; filing lobbyist disclosure reports and managing other regulatory compliance matters; and providing general administrative support as needed.

The position is part-time (approximately 20-24 hours based on an applicant's skills, experience, and efficiency). Median wage range: \$25-40/hour.

Minimum requirements: Proven problem solver; an evangelical and entrepreneurial spirit; seeks to support the work of the Church in the public arena; fidelity to the Magisterium of the Catholic Church; a bachelor's degree and two years' experience in business manager role or related field; excellent communication skills; proficiency in Microsoft Office applications (including familiarity with some financial software); flexibility to respond to organizational needs as required.

Preferred qualifications: Four years' experience in a related business manager or nonprofit administrative role; experienced bookkeeper/accountant; advanced skills using QuickBooks (or similar financial software), and filing IRS Form 990 reports.

Send cover letter, resumé, and list of three references to hr@mccc.org or HR Director, Minnesota Catholic Conference, 525 Park St., Ste. 450, St. Paul, MN 55103. No phone calls, please.

Position open until filled.