

POSITION SUMMARY

The Business Manager performs the general accounting for Sacred Heart Major Seminary including processing payroll, paying all invoices, recording journal entries and running monthly financial reports. The Business Manager works directly with the Director of Finance in financial management and reporting, annual audit, budgeting and internal controls. The Business Manager reports to the Director of Finance.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Records and processes bi-weekly payroll using Paycor payroll system, ensures all time entries are posted correctly and all new employees' information is properly uploaded in the payroll system. Tracks vacation, personal and sick time for staff.
2. Processes accounts payable and issues checks on a weekly basis.
3. Reviews investment account statements to ensure that all changes in investments are properly recorded in financial records.
4. Records monthly entries for donations, prepaids, cash and other accounting entries as required.
5. Oversees Assistant who works closely with Business Manager on accounts payable and new vendor applications.
6. Assists in developing and monitoring annual budget.
7. Other responsibilities as assigned by the Director of Finance.

REQUIRED QUALIFICATIONS

1. Bachelor's degree in accounting or equivalent.
2. At least three years of relevant accounting and business manager experience.
3. Proficient in Google and Microsoft products (especially Google Sheets, Gmail and Microsoft Excel).
4. Ability to maintain confidentiality in all manners including financial and employee related.
5. Strong organizational skills and attention to detail.
6. Excellent oral and written communication skills.
7. Ability to work independently and collaboratively.

8. Experience with Blackbaud Financial Edge and Paycor or other ESP system.
9. Knowledge of theology and the Roman Catholic tradition, accepting and adhering to the moral clause in the Sacred Heart Major Seminary handbook.
10. Personal commitment to supporting and advancing the mission of the seminary

ADDITIONAL INFORMATION

1. Full-time salary position with full benefits and generous paid time off.
2. Requires work in office at least 4 days a week.
3. Normal work day 8:30-4:30 (35-hour work schedule)

Please submit resume and cover letter, listing three references, by July 31, 2026 to:

Attention: Martin Vucinaj, Director of Finance

Email: vucinaj.martin@shms.edu

Mail: Sacred Heart Major Seminary

2701 Chicago Blvd.

Detroit, MI 48206

Start Date: August 15, 2026 (negotiable)

Compensation: Commensurate with experience pay range \$75,000-\$90,000

Process: Screening of applicants will begin immediately with priority given to early applicants.

ABOUT THE INSTITUTION:

Founded in 1919, Sacred Heart Major Seminary is a Roman Catholic seminary consisting of a fully accredited, four-year College of Liberal Arts, as well as a fully accredited graduate School of Theology. The seminary primarily forms priests according to the Heart of Jesus Christ the Good Shepherd, and further, prepares priests, deacons, and lay ecclesial ministers, equipping them for the work of ministry in the New Evangelization. The institution has approximately 500 students, including individuals from other countries; most students are enrolled on a part-time basis. Sacred Heart Major Seminary is an Equal Opportunity Employer and considers all candidates for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the seminary may consider a candidate's religious affiliation in its employment decisions, consistent with state and federal law.