

POSITION SUMMARY

The Business Manager is responsible for the day-to-day accounting operations of Sacred Heart Major Seminary. This includes processing payroll, paying invoices, recording journal entries, maintaining the general ledger, and preparing monthly financial reports.

Working closely with the Director of Finance, the Business Manager assists with financial management and reporting, the annual external audit, budget preparation and monitoring, and the implementation and maintenance of sound internal controls. The Business Manager reports directly to the Director of Finance.

This position is intended to serve as a key leadership development opportunity within the Finance Department. The successful candidate will be expected to develop a comprehensive understanding of the Seminary's financial operations and, based on performance and organizational needs, may be considered for promotion to the position of Director of Finance within approximately two years.

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.

Qualifications

1. Bachelor's degree in Accounting or a related field required; CPA designation and/or a Master's degree in Accounting, Business Administration, or a related discipline preferred.

2. Three to five years of progressively responsible experience in accounting, financial management, or business office operations.
3. Proficiency with Google Workspace and Microsoft Office applications, particularly Google Sheets, Gmail, and Microsoft Excel.
4. Demonstrated ability to maintain strict confidentiality with financial, personnel, and other sensitive information.
5. Strong organizational, analytical, and problem-solving skills with exceptional attention to detail.
6. Excellent verbal, written, and interpersonal communication skills.
7. Ability to work effectively both independently and as a collaborative member of a team.
8. Experience with Blackbaud Financial Edge, Paycor, or comparable financial accounting and payroll systems preferred.
9. Knowledge of the Roman Catholic Church and its traditions, with the ability to support the Seminary's Catholic identity. Must be willing to comply with and adhere to the moral conduct provisions contained in the Sacred Heart Major Seminary Employee Handbook.
10. A demonstrated commitment to supporting and advancing the mission of Sacred Heart Major 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 September 30, 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: September 30, 2026 or sooner (negotiable)

Compensation: Commensurate with experience pay range \$80,000-\$120,000

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.