

Finance & HR-Payroll Manager

Reports to: Executive Director
Type: Full-Time/Salary
Location: Downers Grove, IL

About Us

Midwest Theological Forum is a nonprofit Catholic publisher whose aim is to serve the Church and help all Christians to know, love, and serve God with all their hearts and all their minds to fully engage in the great work of evangelization. We specialize in liturgical, theological, canon law, catechetical, and spirituality titles as well as programs for the formation of priests and seminarians.

Position Summary

We are seeking a Finance and HR-Payroll Manager to oversee all aspects of the organization's financial and human resources operations, including budgeting, accounting, payroll, benefits administration, pricing strategy, and investment management. This role ensures fiscal integrity and effective stewardship of resources to sustain and advance our mission, production, and programs.

Primary Responsibilities

Financial Management & Reporting

- Manage daily accounting operations, including accounts payable, receivable, and general ledger.
- Prepare and oversee annual budgets in collaboration with department directors and leadership.
- Develop monthly, quarterly, and annual financial statements and reports.
- Monitor cash flow, financial performance, and budget-to-actual variances.
- Ensure compliance with GAAP, IRS regulations, and nonprofit reporting standards.
- Manage donor-designated accounts in coordination with the development director.
- Communicate financial information clearly to staff, board members, and stakeholders.

Payroll & Benefits Administration

- Process accurate and timely payroll on a biweekly or monthly schedule.
- Administer employee benefits, including health insurance and paid leave.
- Maintain payroll records and ensure compliance with state and federal employment laws.
- Collaborate with managers on compensation reviews, onboarding, and policy updates.

Pricing Strategy & Financial Analysis

- Partner with editorial, marketing, and sales teams to develop and evaluate pricing strategies for books, digital products, and services.
- Analyze product profitability, production costs, and sales trends to support publishing decisions and strategic planning.
- Provide financial insights and recommendations to leadership on sustainability, growth, and risk management.

Investment & Cash Management

- Manage organizational investments and reserves in accordance with Board-approved policies.

- Monitor investment performance to ensure responsible growth and liquidity.
- Oversee banking relationships and ensure prudent balances between operational, reserve, and restricted funds to support long-term mission goals.

Qualifications & Preferred Experience

- Bachelor's degree in Accounting, Finance, or related field.
- Minimum 3 years experience in nonprofit finance, accounting, or payroll management.
- Strong understanding of nonprofit financial reporting and compliance (including Form 990).
- Experience with investment management and financial forecasting.
- Demonstrated ability to develop and analyze pricing strategies or product cost structures.
- Proficiency in accounting software (e.g., QuickBooks, Sage Intacct) and payroll systems.
- Excellent collaborative, analytical, organizational, and communication skills.
- Commitment to the mission and teachings of the Catholic Church and to ethical financial stewardship.

How to Apply

Please submit your résumé and a brief cover letter describing your interest in this position to:

Elia Rivera
Executive Director – Midwest Theological Forum
erivera@mwtf.org

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