

Accountant & Operations Manager
St. Stephen Church 2100 Baseline Rd. Grand Island, NY 14072



Full-Time Salaried (Exempt)

The ideal candidate is an experienced professional with strong finance, accounting, payroll, human resources, and managerial skills. The Accountant & Operation Manager must possess excellent organizational abilities, attention to detail, accuracy, efficiency, and the ability to manage multiple priorities in a fast-paced environment. Strong interpersonal and problem-solving skills are essential, along with the ability to work collaboratively with staff, parishioners, volunteers, contractors, and diocesan personnel.

Primary Responsibilities

- Oversee & hands on with parish accounting operations, office administration, maintenance, and custodial staff
- Manage all human resources functions, including bi-weekly payroll and employee benefits administration
- Supervise accounts payable and accounts receivable utilizing established accounting and census software programs
- Prepare monthly, quarterly, and annual financial reports for the Pastor, Trustees, and Finance Council
- Develop and monitor departmental budgets in collaboration with parish leadership and staff
- Serve as liaison with the Diocese, Audit Department, financial institutions, and contractors
- Oversee parish buildings and properties with maintenance staff
- Coordinate, monitor, and manage approved repair, maintenance, and improvement projects
- Responsible for the overall operations of the parish and campus

Qualifications

- Strong background in finance, accounting, and business management
- Human resources and payroll experience required
- Excellent organizational, communication, and leadership skills
- Ability to maintain confidentiality and exercise sound judgment
- Proficiency with accounting software and Microsoft Office applications
- Ability to work effectively with diverse personalities and volunteers

Compensation

- Full-Time Salaried Position Salary Range: **\$63,000 – \$68,000**



The Finale 2026

Important dates for May & June!

June

11th: Spring Concert 6:30pm

12th: Dads & Dogs, grades UPK/Pre-K-2 1:30pm

16th: Kindergarten Graduation 9:30am

19th: Juneteenth-no school

22nd: Field Day, 1:00pm

23rd: Grades K-8 last day of school

23rd: Report Cards

23rd: 8th Grade Graduation 6:30pm

24th: UPK/Pre-K last day/ Graduation 9-11am





**Just a
reminder, there
will be no
afterschool on
Thursday, June
11th, due to our
Spring Concert.**

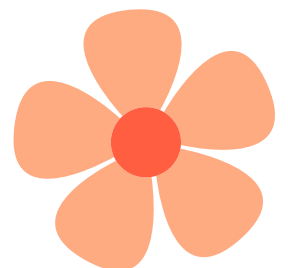


**Please join us for St. Stephen School's
Spring Concert
on Thursday, June 11th.**

**The concert will be held in
St. Stephen Church at 6:30 PM**

**Come see our Pre-K to Grade 8
children perform a variety of songs
to build up one another!**

**Performers may dress in their best
Spring colors!**



One of our proud alumni, Justin Figler, is once again stepping forward to support a cause that has touched many families. His dedication to helping individuals living with Parkinson's disease reflects the compassion, perseverance, and service we strive to instill in our students. I encourage you to take a moment to read his message below and consider supporting this meaningful effort. Together, we can help make a difference in the lives of those facing neurological challenges and the veterans who benefit from this remarkable program.

Five years ago, a simple goal to raise \$5,000 for Parkinson's Boxing turned into something much bigger. Thanks to the generosity of the community, \$30,000 was raised to support this incredible gym that serves individuals affected by neurological conditions. The funds helped outfit their new space and extend their reach, allowing more people to benefit from their services.

Dean and his team continue to make a real difference in the lives of those they serve, including my dad, Roman. Watching him battle Parkinson's with such courage has been inspiring. This year, I'm taking on a challenge to carry a 50lb rucksack for 50 miles to raise \$15,000 for Parkinson's Boxing, specifically to support veterans training there.

Your support means everything. Every dollar goes directly to those who need it, with no administrative fees. If you can, please consider donating or sharing this message. Together, we can help more people regain control of their lives.

If you would like to donate to the cause:

<https://gofund.me/a90bd7b11>



Thank you for your kindness,
Justin Figler

DAD'S N DOGS

Our annual "Dads N Dogs" Father's Day celebration will be held on Friday, June 12th from 1:30 - 3 pm for UPK - 2nd Grade. Please meet us on the playground for a hot dog cookout. We look forward to seeing you there!



A decorative border surrounds the text, featuring a green-to-yellow gradient background with various musical notes and a large treble clef on the right side.

Mr. Alessi's Summer Lessons

Summer private lessons will be offered at a reduced rate starting June 24th.

Instruments offered include voice, piano, guitar, ukulele, and drums. Students may enroll in either a half hour or full hour lesson slot once per week.

Rates:

- One on one: \$30 per 30 minute lesson
- Group: \$20 per 30 minute lesson

Students also have the opportunity to perform in a summer recital in August.

All ages are welcome to enroll!

If you are interested in enrolling your child, please email alessim@ststephensgi.org

I look forward to making music with your kids soon!

- Mr. Alessi 🎵

Mission Club Needs Your Help
in Supporting
Angela's Angels Summer Appeal

From now until June 18th we are collecting the following items which can be dropped off at the school office:

Ketchup and Mustard

Salt and Pepper

Snack Size Chips, etc.

Freeze Pop

Kool Aid Packets

Sugar Packets



Thank you in advance for your generous support!!

Enjoy a Blessed Summer We'll see you next year!!





The St. Stephen Annual Rummage Sale is back!

Held in the air-conditioned school gym!

COME SHOP:

Early Bird Shopping:

Thursday, June 18th 5:00pm-7:00pm

Friday, June 19th 9:00am-1:00pm

Saturday, June 20th 8:30am-5:30pm

Bag Sale- \$4.00 per bag.

Sunday, June 21st 10:00am-1:00pm

Help is needed!

This is a St. Stephen School/ Parish event. If you can spare some time and would like to help with this event, please call Lynn Ortiz at 716-866-1077 or email ortizl@ststephengi.org. Students who need community service, please reach out to Mrs. Ortiz!

DONATION

DROP-OFF:

Please drop off items at Door #4. We are NOT accepting: clothing, computers, mattresses, or TV's.

Friday, June 12th

9:00am-12:00pm

Saturday, June 13th

9:00am-12:00pm

Monday, June 15

9:00am-12:00pm &

6:00pm-8:00pm

Tuesday, June 16th

9:00am-12:00pm

Wednesday, June 17th

9:00-12:00pm

**Only accepting
cash**



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**SENATOR
JEREMY J. ZELLNER**

REGISTER AT WWW.NYREAD.COM



collaborative
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HSA SPOTLIGHT



GIFT CARD CALENDAR RAFFLE

**TO SUPPORT ST STEPHEN SCHOOL
31 CHANCES TO WIN!!!
TICKETS \$10 EACH**

Tickets available in school office, thru any SSS family, and after Sunday masses June 7, 14 & 21

Some of the prizes include...

\$100 Amazon, \$50 Starbucks, \$50 Andersons, \$100 Websters Bistro, and many more!

**Keep up to date on
HSA News by joining
REMIND
Text @sssha to
81010**

**HSA Contact Email:
ststephenhsa@yahoo.com**

Dress Your Way Upcoming Dates

- 6/12
- 6/18

Dads Save the Date

*Dads and Donuts (3rd-8th)
June 9th*

*Dads and Dogs (UPK-2nd)
June 12th*

*Father Daughter Dance
June 18th*

THANK YOU for the tremendous support of the calendar fundraiser. Each family should have received 10 tickets with their youngest child. Additional tickets are available in the school office. Please continue to send in all monies, sold and unsold tickets to the main office.

Parents save the date for this
years **FIELD DAY**
Monday, June 22
[Signup Here to Volunteer](#)

Ongoing Fundraisers

Bottle/Can Returns

Label your returns and drop off at GI Location (next to Mighty)

Box Tops

Download the app through app store and link to SSS

**Please contact us if you
or anyone you know may
be interested in
sponsoring one or more
of our fundraising events!**



Dad, let's dance!

Making memories one dance at a time! Join us for a night of fun with your dad or any special father figure!



THURSDAY, JUNE 18TH FROM 6-7:30 PM
IN THE SCHOOL CAFETERIA!

All grades welcome.

Tickets \$20/pair
Additional tickets \$5



Scan to buy tickets now!
St. Stephen students only.



Contact - HSA @ Ststephenhsa@yahoo.com

FIELD DAY IS COMING



June 22 @ 1PM



Each class is responsible for providing at least two adult volunteers for Field Day.

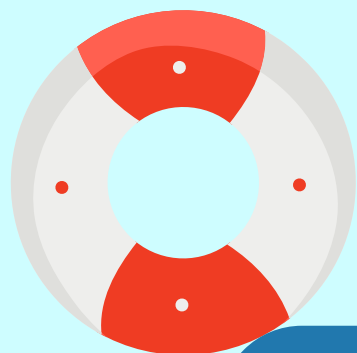
[Sign Up Here](#)

Volunteers will need to arrive at 12:30 PM to receive instructions for their assigned stations. Responsibilities include facilitating and monitoring activities throughout the event and cleaning up the station at the end of the day. The approximate end time is 3:00 PM.



CALLING ALL SWIMMERS

Join the St. Stephen/Catholic Academy Swim Team for the Fall 2026 Season



Practices

Wednesdays 5:30-7:00 PM

Saturdays 12:30-2:00 PM

Sunday Meets

@ Grand Island High School

KINDERGARTEN
THRU 8TH GRADE

Season starts first week
of school and ends
November 15th with
Championship meet at
Aquatic Center

COST \$135 PER
SWIMMER



Questions:
email Allison Wild at
wildallison2487@gmail.com

[CLICK HERE TO REGISTER NOW](#)