

Parish Business Manager

St. Rose of Lima Catholic Church

Summary:

St. Rose of Lima Catholic Church seeks a dedicated Parish Business Manager to work alongside our Pastor in stewarding our parish resources. The ideal candidate will bring both professional expertise and a commitment to Catholic values to this role, helping our parish community thrive through effective administration and resource management.

Key Responsibilities

Financial Management:

- Prepare and oversee annual parish budget
- Maintain accurate financial records and reporting systems
- Ensure proper internal controls for asset protection
- Monitor departmental budgets and capital improvement projects
- Manage banking relationships and financial records

Administration & Operations:

- Collaborate with Pastor and Parish Councils to implement parish mission
- Oversee facility maintenance, usage, and rental agreements
- Manage vendor relationships and service contracts
- Coordinate with Saint Rose of Lima Catholic School

Human Resources & Staff Management:

- Supervise administrative staff and coordinate volunteer activities
- Implement personnel policies and maintain confidential records
- Oversee hiring processes and staff development
- Ensure compliance with Archdiocesan and legal guidelines

Parish Development:

- Manage parishioner database and contribution records
- Oversee stewardship initiatives and fundraising events
- Ensure accurate annual contribution statements
- Evaluate and implement new technology solutions as needed

Qualifications

- ✓ Bachelor's degree in Business Administration, Accounting, or related field
- ✓ 5+ years of administrative management experience
- ✓ Strong understanding of accounting principles and financial management
- ✓ Proficiency in Microsoft Office Suite
- ✓ Experience in staff supervision and policy implementation
- ✓ Knowledge of and commitment to Catholic faith and teachings
- ✓ Excellent communication and interpersonal skills
- ✓ Strong organizational abilities and attention to detail

Work Environment

- Standard office environment
- Regular business hours

This position offers competitive benefits including paid time off and health insurance.

To Apply Please send your cover letter, resume, and minimum salary requirements* to Dcn. Darryl Drenon at ddrenon@stroselima.org and CC to Fr. Linh Nguyen at frlinh@stroselima.org

. *Applications without salary requirements may not be considered for review.