

St. Rose of Lima Roman Catholic Church
Business Manager

St. Rose of Lima in Murfreesboro, Tennessee seeks qualified candidates for Business Manager. Reporting to the Pastor, the Business Manager is responsible for the supervision and management of financial and accounting functions, administrative functions, the related processes and systems for the Parish, as well as facilities management. Requires significant interaction with the Pastor and various vendors and parish advisory councils. This is a regular, full-time position.

Principal Duties and Responsibilities

- Budgeting and Financial Control
- Financial Records and Reporting
- Funds Management
- Personnel and Human Resources Compliance
- Facilities Management

Requirements:

- Thorough knowledge of basic accounting principles in a non-profit environment.
- Demonstrated experience with fiscal planning and management, general accounting and payroll.
- Knowledge and experience in the human resources function including management of employee benefit plans and compliance with HR guidelines and regulations.
- Excellent written and oral communication, interpersonal skills and public relations skills.
- Competence in the use of various computer software programs (including Microsoft Office Suite and QuickBooks); ability to learn custom church software (i.e. PDS) necessary.
- Dependable, highly organized and able to work independently.

Experience:

- Bachelor's degree in Finance, Business Management or Accounting with at least 5 years' experience in these or similar fields.
- Prior experience working in a Catholic parish or school setting is helpful, as is strong knowledge of the Catholic Church.
- Spanish language skills preferred.

For consideration, please email cover letter, resume and list of three references to:

Dianne Jackson, Parish Secretary:
djackson@saintrose.org