

Parish Business Manager

St. Anastasia Parish located in Troy, MI is seeking a qualified candidate to manage the day-to-day business operations in a manner that is guided by the parish mission statement and supportive of the pastor. This is a full time position with benefits.

General Responsibilities:

- Supports the pastor by managing the finances, human resources, office administration, long range planning, facilities, and development of St. Anastasia Parish.
- Serves as a resource person to Stewardship Committee, Parish Pastoral Council, and other organizations as requested by Pastor.
- Conducts the business affairs of the parish and related programs in a professional, ethical, efficient, and organized manner.

Qualifications:

- Bachelor's Degree and/or five to seven years management experience in a business, non-profit, or parish environment.
- Extensive experience in accounting, personnel supervision, facilities mgt, and general administration.
- Strong organizational, analytical, and problem solving skills.
- Excellent verbal and written communication skills.
- Experience with QuickBooks and Microsoft Office Suite.
- AOD Business Manager Certification preferred.
- Understands and respects Catholic tradition and practices.

Interested Candidates should submit resume to:

St. Anastasia Catholic Church
4571 John R. Road
Troy, MI 48085-3559
Fax: (248) 689-7489
E-Mail: rmckelvey@stanastasia.org