

Job Posting Form

Date Posted: 7/27/19

Send resume to: Fr. Leon Biernat, Pastor, lbiernat@stgregs.org.,
or mail to Parish Office at 200 St. Gregory
Court, Williamsville, NY 14221

Type of Employment: Summer: Part-Time: If part-time, # of hours per week _____ Full-Time:

Job Title of Open Position: Business Manager

Salary: Commensurate upon experience/education Salary will be: hourly other

Employer: St. Gregory the Great Parish Department Parish Business Office

Location Address: 200 St. Gregory Court, Williamsville, NY 14221

Employer website: www.stgregs.org

Brief Job Description

The Parish Business Office is searching for a Business Manager. This position is responsible for the management of resources to ensure the Parish is fulfilling the church's mission and purpose. The position plays an integral part in coordinating and managing the church's finances, human resources, and office management efforts. Additionally, this role is responsible for any added duties as required by and in support of the Pastor. The Business Manager will collaborate with the Pastor and his advisory boards under his supervision, and with other members of the Parish Staff, to assist in strategic planning for the Parish. This role also works closely with the various Diocesan offices, such as Legal Services, Insurance/Employee Benefits, Property Planning and Development, Financial Services and Stewardship and Development.

The ideal candidate will have working knowledge of the Roman Catholic Church and a minimum of 5 years' working within a Parish Ministry and/or similar field.

Qualifications: Required Education/Experience

Required Bachelor's Degree in Accounting, Finance, Human Resources or related field.

Experience: Minimum 5 years' experience or related experience in a Parish Ministry within the Roman Catholic Church. Preferred practicing Roman Catholic in good standing within the Church.

Desired Skills

Very strong verbal and written communication skills, strong interpersonal abilities. Vision, creativity and ability to multi-task are essential. Strong computer skills including but not limited MS Word and MS Excel. Experience in accounting software and Church is a plus.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than August 16, 2019