

Job Posting Form

Date Posted: 8/12/19

Send resume to: Fr. Robert W. Zilliox, Pastor, rwz@stmaryswormville.org,
Or mail to St. Mary's Swormville, 6919 Transit Road
Swormville, NY 14051

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. Mary's Church Department Rectory

Location Address: 6919 Transit Road, Swormville, NY 14051

Employer website: www.stmaryswromville.org

Brief Job Description

Business Manager is an administrator who supports the Pastor in the day to day operations of all aspects of the parish and school including the parish cemetery. This position is responsible for the efficient and effective administration of the financial duties; all campus facilities including the cemetery and human resources of the parish.

Qualifications: Required Education/Experience

Bachelor's degree in Business, Accounting or Finance or equivalent. Minimum five years' work experience with three years in a supervisory role. Strong background in business operation and facilities management.

Desired Skills

Strong knowledge of accounting and bookkeeping principles and practices. Ability to manage multiple tasks and meet or exceed project expectations and deadline adherence. Excellent written, verbal communication and presentation skills. Extensive experience and knowledge in budget management. Strong organizational skills and record-keeping capability. Proficiency with Information Technology. Ability to work flexible hours including evenings and weekends.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **August 30, 2019**