

**Job Posting Form
St. Amelia Catholic Church**

Date Posted: 8/8/2017

Send resume to: apply@stamelia.com

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. Amelia Catholic Church Department Parish Office

Location Address: 210 St. Amelia Drive, Tonawanda NY 14150

Employer website: www.stamelia.com

Brief Job Description

Responsible for administration of the financial, human resources, administration and facilities functions of the parish. Conduct all tasks within the framework of shared ministry in Christian and Catholic values.

Qualifications: Required Education/Experience

- Bachelor's degree in Accounting or Business Administration
- 10 or more years' experience in business administration and/or accounting, as well as supervision

Desired Skills

- Excellent verbal, written, interpersonal, leadership, organizational and management skills.
- Must be able to multitask, delegate and maintain confidentiality.
- Must be able to collaborate with other individuals and groups.
- Computer skills with specific ability in MS Word and Excel. Experience with PDS Software preferred.
- Position will require a Monday through Friday daytime availability with some meeting attendance in the evenings.

E.O.E.

How to Apply: By Mail E-Mail Fax as above, no later than **9/8/17**