



## Business Manager

**Job Title:** Business Manager

**Opening Date:** 12/28/2016

**Location Name:** Sacred Heart Church

**City:** Medford

**State:** OR

**Zip:** 97501

**Position FTE:** Full-time

### Position Summary:

Join our parish team! Sacred Heart Church is seeking a full-time BUSINESS MANAGER to join our busy, dynamic parish. Duties include overseeing finances and records of the parish, directing the operation of the parish office and supervising administrative staff.

### Key Competencies:

- Accounting experience including budget preparation, payroll, and data entry/management with double entry accounting system.
- Strong organizational, communication, and interpersonal experience.
- Independent judgement and problem solving skills.
- Ability to work collaboratively and cooperatively with the Pastor and other staff members.

### Education/Experience:

- B.A. degree specializing in Accounting/Business Administration, along with five years' financial, accounting, office management, and human resources experience.
- Experience with Quick Books, MS Office and databases.
- Previous supervisory experience required.
- Practicing Catholic preferred.
- Experience with facilities management a plus.
- Must successfully complete background screening.

To apply, please email your resume to Eileen Kralik at [ekralik@shcs.org](mailto:ekralik@shcs.org) with Business Manager in the Subject line.