



Business Manager

Job Title: Business Manager

Opening Date: 12-28-2016

Location Name: St. Anthony Catholic Community

City: Tigard

State: OR

Zip: 97223

Job Number:

Job Category:

Position FTE: Full-time

Term of Service:

Position Summary:

St. Anthony Catholic Community in Tigard, Oregon is seeking a full-time Business Manager to provide effective leadership in support of the pastor's responsibilities to the parish and preK-8 Saint Anthony School. Overseeing financial functions, wage and benefits management.

The Business Manager will be a part of our leadership team and will have strong organizational, communication, interpersonal and problem-solving experience. He/she must be able to work collaboratively and cooperatively with the Pastor, Principle and other staff members.

Qualifications:

- B.A. degree specializing in Accounting/ Business Administration is preferred, along with five year's financial, accounting, office management, and human resources.
- Accounting experience must include budget preparation, payroll, and data entry/management with double entry accounting system.
- Previous supervisory experience required.
- Experience with Quick Books, MS Office and databases.
- Practicing Catholic preferred.

Compensation is based on experience. Must successfully complete background screening.

To apply, please email your resume to Rev. John Henderson at jhenderson@satigard.org