



# ARCHDIOCESE OF PORTLAND IN OREGON

*Human Resources*

## **POSITION TITLE: BUSINESS MANAGER**

**Opening Date:** February 6, 2018

**Closing Date:** When filled

**Position Start Date:** February 22, 2018

**Location of Job:** All Saints School

**Location Address:** 601 NE Cesar E. Chavez Blvd., Portland, OR 97232

**Position:** Full Time

**Position Summary:** We are a non-profit private school who is seeking an accountant who has a degree in accounting or finance.

### **Job Duties:**

1. You will begin by spending three months learning the inner workings of the school and accounting department.
2. The objective is to become the financial business manager over the accounting department.

### **Skills / Education:**

1. Must have expert knowledge and experience with non-profit, 501(c)(3) organizations and a minimum of three years experience.
2. The applicant must be a detail oriented person with strong organizational and management skills.
3. The position requires a self-starter with integrity and a respect for confidentiality.
4. Prefer practicing Catholic.

To apply, please resume and cover letter to [maritah@allsaintsportland.com](mailto:maritah@allsaintsportland.com).

Please direct questions to Marita Hickman at 503-232-4772.