

POSITION AVAILABLE

POSITION TITLE: Operations/Finance Manager
LOCATION: Our Lady of Lourdes Parish, San Francisco
POSITION STATUS: Non-Exempt, Part-Time
REPORTS TO: Pastor/Administrator

Position:

The Operations/Finance manager plans, directs, and manages the day-to-day activities of Our Lady of Lourdes Parish. This includes office management, calendar maintenance, and all other office-related activities. Additionally, under the direction of the Pastor, this position is responsible for budget maintenance, financial reports, bill payments and other finance-related activities of the parish.

Duties & Responsibilities

- Maintains constant communication with parish staff to ensure proper operations of the parish
- Oversee the parish calendar for all parish events as well as the calendarization of mass intentions
- Oversees finances of the parish including, bookkeeping, budget maintenance, accounts payable and accounts receivable, payroll, and financial reports
 - Ensures operational activities remain on time and within the defined budget
 - Manage Employee Personnel Files, in accordance with Archdiocesan Policy
- Responsible for the parish weekly bulletin and parish announcements
- Manages the parishioner database, ensuring timely update and accuracy of the database management system.
- Oversees and maintains parish and office inventory

Qualifications

- Five years of business experience, preferred
- Proficiency in WORD and EXCEL software and other Microsoft applications
- Experience with QuickBooks, ParishSOFT, Google Suite, Flocknote, as well as different types of social media such as Facebook, Instagram, YouTube, etc.
- Excellent verbal and written communication skills
- Good interpersonal skills and ability to work well with others, especially when directing phone calls or welcoming visitors
- Ability to set priorities and organize work effectively
- Ability to work independently and maintain confidentiality
- Bilingual in Spanish and English, preferred

How to Apply:

Please send resume, cover letter, and 3 references to Sarah Manzano, smanzano@stpauloftheshipwreck.org.

Please write on the email subject line OLLOperationsManager2021.

STATEMENT OF NON-DISCRIMINATION

All employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and pursuant to the San Francisco Fair Chance Ordinance, will consider for employment qualified applicants with criminal history.

SALARY: *Salary is commensurate with level of experience and Archdiocesan Salary Guideline*

Revised 07/19/21