

**POSITION AVAILABLE**  
**Operation/Finance Manager**  
**St. Paul of the Shipwreck Church, San Francisco**

**WORK SCHEDULE**

24-hour position three days per week

**DUTIES INCLUDE:**

Under the direction of the Pastor, position is responsible for budget maintenance, financial reports, bill payments, office management, calendar maintenance, and all other office-related activities.

**QUALIFICATION:**

Proficiency in WORD and EXCEL software and other Microsoft applications  
Excellent verbal and written communication skills  
Good interpersonal skills and ability to work well with others  
Ability to set priorities and organize work effectively  
Ability to work independently  
Ability to maintain confidentiality  
At least five years of business experience

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

**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.

**Please submit resume, cover letter and references to:**

Pastoral Office: Fr. Dan Carter  
St. Paul of the Shipwreck Church  
1122 Jamestown Ave (at 3<sup>rd</sup> St.)  
San Francisco, California  
Phone: 415-468-3434  
Fax: 415486-1400

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\*Salary would be approximately \$37,200 + benefit at the Archdiocesan E-4 level but this would not be put into the job announcement.