

St. Francis of Assisi Parish, Sacramento, CA – Parish Business Manager

St. Francis of Assisi Parish is seeking a full time Parish Business Manager, who will serve as a staff resource in support of the pastor. This position will have direct responsibility for administration of financial, human resources, facilities, and Development management.

Candidates should have a minimum of a B.A. in accounting, finance management or equivalent professional experience and be able to perform general accounting including ledger, accounts receivable and payable, payroll, taxation; supervise staff and scheduling; oversee parish Development efforts; monitor facilities' management; work well with pastor, staff and volunteers. Five years of managerial or professional experience in account or business management, including supervising staff.

Salary Information: This is a full-time non-exempt position with benefits. Compensation commensurate with experience and qualifications and in accordance with Diocesan guidelines.

Position begins: Immediate

Contact: For consideration please send your resume and cover letter to Parish Business Manager Search Committee, St. Francis Parish, 1066 26th St., Sacramento, CA 95816, or by email to resume@stfrancisparish.com.