



Diocese of Owensboro

Business Manager and Bookkeeping Implementation Specialist

The Diocese of Owensboro has a job opportunity for a ***Full-Time Business Manager and Bookkeeping Implementation Specialist***. This position is located at the McRaith Catholic Center in Owensboro, KY. The Diocese encompasses 78 parishes and 17 schools in western Kentucky.

This role is responsible for providing training for Business Managers and Bookkeepers, conducting payroll training, facilitating parish new hire orientation, and offering follow-up support to ensure that new bookkeepers are quickly integrated and proficient in their positions. Additionally, the role includes providing coverage for parish Business Managers and Bookkeepers in the event of an unexpectedly vacant position.

Duties include conducting training sessions and offering ongoing support for new Business Managers and Bookkeepers, implementing a follow-up process to monitor their success, and acting as a substitute when needed. The position also involves providing training and support for Paycor, which entails processing parish payroll, onboarding new hires into the payroll system, updating annual wages for parish priests, and adjusting year-end auto payroll for priests. Furthermore, the role requires conducting orientation sessions for new parish hires and offering training and support for QuickBooks, as well as assisting the Human Resources and Audit Teams as necessary.

The Diocese of Owensboro is an equal-opportunity employer and offers a range of benefits. Interested individuals are encouraged to submit their resume and cover letter to Diocese.HR@pastoral.org.