

Saint Agnes Catholic Community, located in Louisville, KY, is currently seeking a Full-time Business Manager.

This position reports to the Pastor. Responsible for overseeing all parish finances, personnel matters (including supervision of administrative staff members), facilities, and administration. Duties include reviewing, approving, and monitoring financial reports, records, and transactions; administering payroll and employee benefit programs; and maintaining effective communication with parish staff, parishioners, and the Archdiocese. This person develops strategic plans and processes to meet the parish's goals and utilize new technologies.

Candidates must have a bachelor's degree in business administration/accounting or 5+ years of experience in a related field. Must be a demonstrated leader with strong interpersonal skills. They must be able to use critical thinking and business insight to manage, organize, innovate, and communicate. Should be able to foster an environment of teamwork. This position requires availability for around two nights per month for parish meetings. A practicing Roman Catholic familiar with Catholic parish and school operations is preferred.

Salary range for this position is \$65-70k with full benefits, including health insurance and 401k. Interested applicants should send their resume and references to Fr. Justin Nelson, C.P. at apply@stagneslouisville.org.