

## ***Saint Stephen Cathedral– Business Manager***

Saint Stephen Cathedral located in Owensboro, KY has an opportunity for a ***Full-Time Business Manager***, working under the supervision of the Pastor.

**Position Summary:** The Parish Business Manager must be a well-organized professional who is able to execute daily parish accounting functions and is the point person responsible for all aspects of parish administration. The Parish Business Manager works closely with the Pastor and the staff, as well as with parish volunteers and outside contractors.

### **Qualification and Duties:**

- Bachelor's degree in Accounting or Business preferred or an Associate's degree with equivalent accounting experience.
- A minimum of three to five years of prior professional experience.
- Knowledge of budgeting principles, accounting principles, and financial reporting.
- Excellent organization, interpersonal skills, verbal and written communication skills.
- Strong computer skills.
- Ability to relate to a variety of persons who are part of the Parish and Parish staff.
- Successfully complete a criminal history and background check.

### **Contact Details:**

Saint Stephen Cathedral is an equal opportunity employer that provides a wide range of benefits. All interested applicants may submit a resume and cover letter to:

Email: Fr. John Thomas - [John.Thomas@pastoral.org](mailto:John.Thomas@pastoral.org)