



## **St. Stephen Cathedral in Owensboro, KY, has a job opportunity for a Business Office Manager**

Our parish is seeking a faithful, organized, and detail-oriented Business Manager to oversee the day-to-day financial and administrative operations of the parish. This position works closely with the Pastor to ensure responsible stewardship of parish resources. This position is an opportunity to serve the Church by supporting the mission and ministries of the parish through faithful stewardship and sound administration.

### **Responsibilities Include:**

- Managing parish finances, budgeting, and financial reporting
- Processing payroll and ensuring compliance with federal, state, and diocesan requirements
- Reconciling bank statements and maintaining accurate financial records
- Supervising office staff and supporting ministry leaders
- Attending Parish Finance Council meetings
- Maintaining personnel files and Safe Environment documentation

### **Qualifications:**

- Degree in accounting, finance, or business preferred (experience considered)
- Knowledge of accounting and budgeting principles
- Strong organizational and communication skills
- Ability to maintain confidentiality
- Proficiency in Microsoft Office and financial systems
- Successful completion of background check required

**Contact Details:** Saint Stephen Cathedral is an equal opportunity employer that provides a wide range of benefits and pay is commensurate with experience. All interested applicants may submit a resume and cover letter to: [jobs@sscobo.org](mailto:jobs@sscobo.org)