



GOOD SHEPHERD CATHOLIC PARISH

Business Manager

Good Shepherd Catholic Parish located in downtown Madison, WI is seeking a business manager. The candidate must have strong leadership, management and organizational skills. The primary responsibilities of the business manager will be maintaining the parish budget and solving problems effectively in keeping with the parish's mission and goals. The candidate must also have the ability to select, train and motivate employees into a cohesive team. A strong background in financial management is a must, as well as the ability to maintain and reconcile accurate accounting and financial records. Proficiency in Quickbooks and Excel a must, knowledge of PARISHsoft a plus. This will include strong computer skills including a working knowledge of spreadsheets, databases and word processing. A minimum of three years of prior professional experience is required. The ideal candidate would also have the additional skills: ability to write or oversee grant writing process and be bilingual (Spanish).

GSP is a merged parish with two sites and a parish school. Duties will include interaction with school administration as related to budgets, tuition collection (knowledge of FACTS a plus) and working with school Development/Advancement staff. Providing information, educating and working in tandem with our Latino Ministry component is an integral part of this position.

We offer a competitive salary based on experience and skill level. Our benefits include health, dental, vision insurance and a retirement package.

Email résumé and cover letter to: goodshepherdmadison@straphael.org or send to Good Shepherd Catholic Parish, 1128 St. James Court, Madison, WI 53715. Please respond prior to April 10, 2018