

# JOB POSTING

## DIRECTOR OF ADMINISTRATIVE SERVICES

Saint Roman Church  
Milwaukee, Wisconsin

*Last updated on Saturday, December 19, 2020*

Saint Roman Catholic Church of Milwaukee (1,250 households) seeks a full-time, salaried (some evenings required) Director of Administrative Services to manage the financial and human resources of the parish and to maintain day-to-day operations.

### Duties to include:

- Administration of payroll, accounts payable, deposits and maintenance of general ledger using QuickBooks software;
- Preparation of annual budget, working collaboratively with parish staff, school principal, Finance Council, Endowment Board and Pastoral Council;
- Oversight and implementation of the Parish Services Agreement with Seton Catholic Schools;
- Preparation of monthly and year-end financial reports and communicating the same to Finance Council and the parish community;
- Work with Pastor, Parish Staff, Finance Council on budget compliance and facilities maintenance issues;
- Human resource responsibilities: administration of various employee benefit programs, employment contracts, and maintenance of personnel records;
- Supervision of office staff; maintenance staff and management of major repairs;
- Oversight of technology-related systems and website;
- Other duties as assigned.

### Qualifications

- Bachelor's degree in accounting or business related field preferred, with experience in human resource management;
- Working knowledge of fund accounting and QuickBooks software; church finances; data base software (Parish Data Services); Microsoft Office;
- Strong written and verbal communication skills, organizational skills, and interpersonal skills;
- Fluency in Spanish as well as English preferred;
- Practicing Roman Catholic with an understanding of how a parish operates vis-à-vis the archdiocese.

### Compensation

Compensation commensurate with education, experience and Archdiocesan guidelines.

### Additional Information

START DATE: February 1, 2021  
LOCATION: St. Roman Church, Milwaukee  
TO APPLY: Send **cover letter**, **résumé**, and completed Archdiocese of Milwaukee **general application form** (see below) to **SEARCH COMMITTEE, Saint Roman Church, 1710 West Bolivar Avenue, Milwaukee, WI 53221-2334**  
DEADLINE: Applications due by **Friday, January 22, 2021**  
CONTACT NAME: Fr. Brian Holbus  
ADDRESS: 1710 West Bolivar Avenue, Milwaukee, WI 53221-2334  
EMAIL: [bholbus@stromans.com](mailto:bholbus@stromans.com)  
APPLICATION FORM: [https://www.archmil.org/ArchMil/Resources/HR/EmploymentApplicationPastoralCenter\\_112019.pdf](https://www.archmil.org/ArchMil/Resources/HR/EmploymentApplicationPastoralCenter_112019.pdf)