

Business Manager

St. Bernard
PARISH LOUISVILLE, KY

St. Bernard Catholic Church is seeking a full-time Business Manager responsible for overseeing finance, personnel matters, facilities, and supervision of administrative staff at the direction of the pastor. Duties include reviewing, approving and monitoring financial reports, records and transactions; administering payroll and employee benefit programs; and maintaining effective communication with parish staff and parishioners.

Candidate must have a BS/BA in business administration or accounting, 5+ years experience in a related field. Strong leadership, managerial, organizational and communication skills, and ability to work in a team environment required. Candidate must be available 2-3 nights per month for meetings. A practicing Roman Catholic with familiarity of Catholic parish and school operations is desired.

If interested please send resume and salary requirements to: apply@stbernardlou.com