

## **Business manager needed**

St. Michael Parish in Greenville is seeking a full-time business manager. Responsibilities include the accounting, posting and reporting functions for all receipts, disbursements, payroll, human resources and benefit activities for the parish church, elementary school and cemetery. Position reports directly to the pastor.

Bachelor's degree preferred; substantial relevant accounting/finance experience required. Proficiency with MS Office software required; experience with QuickBooks accounting software preferred. Must have excellent oral and written communication skills.

Send cover letter, resume with education and employment experience, and letters of recommendation from three professional references to:

Father Christopher M. Barnes, Pastor  
St. Michael Parish  
85 North High St.  
Greenville, PA 16125