

Immaculate Conception Parish is seeking a full-time Business Manager. Responsibilities include Payroll, Accounts Payable, Accounts Receivable, Human Resources, Budgeting and Financial Reporting. Occasional evening and weekend work may be necessary. A complete job description is available at www.icclarion.org.

Bachelor of Science Degree in Business Administration, Accounting, Management or related field. MBA preferred. Position requires excellent written, communication and interpersonal skills, as well as proficiency with Microsoft Office software. Must demonstrate decision-making and problem solving abilities, be committed to confidentiality, ability to multi-task, and be detail oriented. The applicant must have all necessary clearances to work in a parish environment and provide proof of Covid vaccination.

Competitive pay and benefits available.

Interested applicants should email cover letter and resume to kimkroh@comcast.net.