

## **JOB POSTING**

### **Business Manager**

**Mary Queen of the Holy Rosary Parish**

**Full Time - Exempt Position**

The Business Manager is a professional administrator in the service to the Church. He/she is a steward of the physical, financial and personnel resources of the parish. Responsibilities include budget development, parish finances, supervision of support staff and Facilities Manager, public relations and oversight of stewardship program. He/she is responsible, in a collaborative effort with the Pastor and other staff members, for effective parish management that supports the parish mission statement and all the ministries of the Parish.

### **REQUIREMENTS:**

- Degree in Business, Finance, Accounting, or related area and 4 or more years of experience in office management.
- Strong communication and negotiation skills, both written and oral.
- Proficient in QuickBooks, Excel and Microsoft Office.

### **To Apply:**

Please send a letter of application, resume and references to Fr. Dan Noll at [dnoll@cdlex.org](mailto:dnoll@cdlex.org), or mail to Fr. Dan Noll, 601 Hill N Dale Rd, Lexington, KY 40503. Review of applicants will begin immediately.