



St. Thomas Aquinas
CATHOLIC CENTER
SERVING THE UNIVERSITY OF COLORADO

Business Manager Position

St. Thomas Aquinas Catholic Center had an immediate opening to fill our Business Manager position. This is a full-time position with benefits. Responsibilities include but are not limited to preparation and presentation of financial statements, managing payroll and accounts payable. The Business Manager is also responsible for human resources support with regard to hiring, maintaining personnel files and helping the Pastor in maintaining a work environment that values its team members. We are seeking someone with 2-5 years in bookkeeping/accounting experience, proficiency in Excel and Word, excellent communication skills. Undergraduate degree in accounting preferable. All interested persons should email their cover letter and resume to businessmanagerresumes@thomascenter.org. Please, no phone inquiries.