Parish Business Manager  
Saint Vincent de Paul Church and School  
Denver, Colorado  
Rev. John Hilton, Pastor

Job Description:
Professional administrator in support of the pastor and pastoral team. Responsible for the physical, financial and personnel resources of the parish and enables other ministries to function effectively. As a person of faith, committed to the Gospel and responsible management of resources, helps the parish fulfill its mission and purpose.

Responsible for business and financial management of parish and school, applies professional skills and knowledge of several specialized fields (accounting, human resource, facilities management, supervision) to perform work without specific direction. Uses considerable independent judgement. Responsible for coordinating annual and monthly parish budget. Supervise administrative, bookkeeping and maintenance staff. Works with Pastor and Finance Council to develop and execute short and long range maintenance plans for parish buildings, property and equipment.

- Bachelor Degree in Accounting or Business Management  
- Working knowledge of Parish Soft and church database systems  
- Supervisory Experience  
- Parish experience

Send cover letter, resume and salary requirements to frhilton@saintvincents.org