



Job Opening: Parish Finance Manager

Mission Statement: We are a Catholic parish dedicated to living and spreading the power of the Eucharist and the Joy of the Gospel. We are dedicated to parish-wide formation as intentional disciples so that all will be equipped to fulfill Christ's Great Commission in our homes, Church, and the world.

Function:

- The Parish Business Manager is a professional administrator in service to the church. This position acts as steward of the physical, financial, and personnel resources for all ministries of the parish, with support accounting staff reporting to them. Responsibilities include budget development, monitoring and reporting of all finances, coordination of budgeting for school ministries, public relations, oversight of stewardship programs in conjunction with the Stewardship Director, as well as human resource duties. In a collaborative effort with the Rector and other staff members, this position is also responsible for effective parish management that supports the parish mission statement and all parish ministries.

Educational Requirements:

- Bachelor's Degree in Accounting, Business, and/or Finance, or related area. 5-8 years of experience in accounting and office management may substitute.

Skills, Knowledge & Abilities:

- Oral and written communication skills
- Analytical skills
- Proficient in QuickBooks, Excel, Microsoft Office, or related accounting software systems as applicable; other technology applications
- Strong understanding of month/year end reporting
- Organizational and record-keeping skills
- Flexibility to work on multiple projects simultaneously

Personal Characteristics:

- Collaborative, optimistic spirit in order to successfully work with all stakeholders.
- Demonstrates ease in dealing with people, problems, and crises.
- Superior interpersonal skills, administrative ability, and leadership capacities.
- Ability to maintain confidentiality
- Superior organizational skills and attention to detail.

Parish: Christ the King Cathedral

Reports to: Rector of the Parish

Position available: January 3, 2023

Salary: Salary range commensurate with experience.

Interested applicants can send a cover letter and resume to:

employment@ckslex.org or Ann Bruggeman
Christ the King School
412 Cochran Road
Lexington, KY 40502