

SAINT THOMAS AQUINAS CATHOLIC CHURCH

ZANESVILLE, OHIO

JOB OPPORTUNITY

Job Title: Parish Office Manager
Practicing Catholic: Preferred

Deadline: Until position is filled
Status: Full Time, Hourly

Saint Thomas Aquinas Catholic Church in Zanesville, Ohio, seeks a Parish Office Manager to perform the work of the church office and oversee the work of both paid office staff and/or volunteers who assist in the church office by coordinating and facilitating the day-to-day administrative operations of the parish office. This position also serves as the census coordinator and performs bookkeeping functions related to weekly offertory and the general ledger. The Office manager is the primary administrative support to the pastor.

Candidate will be an integral member of the parish team collectively committed to building a thriving parish that brings people to Christ and his Church.

The successful candidate will have coursework in business or office administration and a minimum of five years career experience in office management and bookkeeping. Other requirements include knowledge and understanding of Catholic teaching and ability to apply it to parish policies and practices; proven administrative and supervision skills and interpersonal relations; and skills in visioning and planning, budget preparation, and collaboration. Significant knowledge and experience in Microsoft software and census and accounting applications is essential.

Compensation is commensurate with candidate's education and experience. Employment offer is contingent on the successful passing of the mandatory background screening and completion of the Virtus "Protecting God's Children" program.

Send resume with cover letter to parish@aquinaszanesville.org.