

---

# St. Joan of Arc Parish

---

## Employment Opportunity

**Date:** January 3, 2019

**Parish:** St. Joan of Arc (Powell)

**Position:** Parish Business Manager

**Deadline:** Until filled

**Status:** Full Time

**Practicing Catholic:** Preferred

**Qualifications for the position:** St. Joan of Arc, a large, suburban parish in Powell, Ohio, is seeking a Parish Business Manager, who will serve in a key management position as a staff resource in support of the pastor.

**Description of the position:** The Business Manager serves in a position as a staff resource in support of the pastor, ensuring that parish needs in administration, personnel, finance and facilities are fulfilled, while supervising twelve staff members. This position directs and maintains these efforts with technical expertise within the framework of shared ministry in Catholic and Christian values.

The Business Manager is responsible for all financial reporting to the Diocese, St Joan of Arc Finance Council, Program Directors and the parish.

This position also serves as a standing member on the Parish Steering Committee.

**Education / Experience:** The successful candidate will possess a Bachelor's degree in Business Administration, Finance or Accounting. A Master's degree is preferred.

A minimum of 3 years' experience in a similar position is preferred. Knowledge and understanding of the Catholic Church and its mission is required. Must be a practicing Catholic.

**Compensation / Benefits:** Compliance with BCI&I background check and completion of the VIRTUS "*Protecting God's Children*" course are mandatory. Salary is commensurate with experience. Benefits are according to Diocesan policy.

Review of resumes will begin as soon as they are received and until the position is filled.

Send cover letter, resume, references and salary requirements to [mrolph@stjoanofarcpowell.org](mailto:mrolph@stjoanofarcpowell.org).

