

Parish Business Manager  
St. Vincent de Paul Catholic Church  
Charlotte, NC  
704-644-4655

The parish has an immediate opening for the position of Business Manager. The position involves all aspects of parish finances, including: processing payroll/deductions; preparing required financial reports for the parish Finance Council and the Diocese; State Tax Refunds; parish and preschool Human Resources; negotiating vendor contracts such as landscape, electricians, painters, and internet/phone company contracts. The Business Manager is a key member of the parish staff and reports directly to the Pastor. Accounting and leadership experience is essential and required. Salary commensurate with experience/qualifications. To inquire about the position or to send a resume, please contact Fr. Mark Lawlor at the parish office, call 704-644-4655, or email to [mLawlor@charlottediocese.org](mailto:mLawlor@charlottediocese.org).