

**BUSINESS MANAGER
POSITION AVAILABLE**

St. Vincent de Paul has an immediate opening for the position of Business Manager. This position reports directly to the Pastor and is responsible for all financial reporting with regards to the parish including:

- Month-end close processes, Accounts Payable/Receivable and Journal Entries
- Monthly Financial Statements and Quarterly Financial Reports to Parishioners
- Bi-weekly and Monthly Payroll
- Human Resource responsibilities
- Supervision of finance and administrative staff
- Monthly Sales and Use Tax filings and refunds
- Negotiate vendor contracts

The Business Manager is a key member of the parish staff. Candidate must have a strong accounting background with at least 5 years of prior accounting and managerial experience. 4 year degree in Accounting is a plus. If you have any questions about the position or wish to send a resume and references, please contact Lorena Castillo-Ritz at the parish office or call: 704-644-4653.

Salary is commensurate with experience.