

POSITION AVAILABLE

POSITION TITLE: Operations/Finance Manager
LOCATION: St. Paul of the Shipwreck Church, San Francisco
POSITION STATUS: Non-Exempt, Part-Time (20-24 hours per week)
REPORTS TO: Pastor/Administrator

Position:

The Operations/Finance manager plans, directs, and manages the day-to-day activities of St. Paul of the Shipwreck Church. This includes office management, calendar maintenance, and all other office-related activities. Additionally, under the direction of the Pastor, this position is responsible for budget maintenance, financial reports, bill payments and other finance-related activities of the parish.

Duties & Responsibilities

- Maintains constant communication with pastor and parish staff to ensure proper operations of the parish
- Oversee the parish calendar for all parish events, as well as the calendarization of mass intentions
- Oversees finances of the parish including, bookkeeping, budget maintenance, accounts payable and accounts receivable, payroll, and financial reports
 - Ensures operational activities remain on time and within the defined budget
 - Manage Employee Personnel Files, in accordance with Archdiocesan Policy
- Responsible for the parish weekly bulletin and parish announcements
- Manages the parishioner database, ensuring timely update and accuracy of the database management system.
- Oversees and maintains parish and office inventory
- Oversees the relationship between KIPP Bayview Academy (or other property renter) and St. Paul of the Shipwreck
- Other duties as assigned

Qualifications

- Three to five years of business experience, preferred
- Proficiency in WORD and EXCEL software and other Microsoft applications
- Experience with QuickBooks, ParishSOFT, OSV Church Manager, Online Giving, Google Suite, Flocknote, as well as different types of social media such as Facebook, Instagram, YouTube, etc preferred.
- Excellent verbal and written communication skills
- Good interpersonal skills and ability to work well with others, especially when directing phone calls or welcoming visitors
- Ability to set priorities and organize work effectively
- Ability to work independently and maintain confidentiality
- Bilingual in Spanish and English, preferred

PAY RANGE: \$32-\$35 per hour

All employees of the Archdiocese of San Francisco who work more than 20 hours per week are eligible for benefits including health and dental insurance, medical and dependent care flex plan, Archdiocesan pension, and 403b.

How to Apply:

Please send resume, cover letter, and 3 references to Father Andrew Ibegbulem, spswpastor@gmail.com.

Please write on the email subject line SPSWOperationsManager2023.

Pursuant to the San Francisco Fair Chance Ordinance, all employees of the Archdiocese of San Francisco shall be employed without regard to race, color, sex, ethnic or national origin and will consider for employment, qualified applicants with criminal histories.

Revised 05/1/23