

Parish Business Manager

The Church of Saint Ann Parish in Lawrenceville is seeking an energetic manager with proven leadership skills to oversee all aspects of business operations. The successful candidate will be responsible for financial administration, human resources, **supervising administrative staff and buildings and grounds**. Responsibilities will also include **strategic** planning, budgeting, financial analysis, technology and **communications**, legal matters, **vendor management** and stewardship. This individual will also serve as a resource for the parish Financial Council **and St. Ann School Board**.

Job Qualifications

Candidates must have excellent problem solving, communication and interpersonal skills.

This position requires a Bachelor's Degree in Finance, Business or Accounting with a minimum of at least five years previous managerial experience. Church management experience is a plus.

The Church of Saint Ann is an equal opportunity employer. Interested parties should submit a résumé along with salary requirements to:

Angela Gitto
Associate Director of Human Resources
Diocese of Trenton
P. O. Box 5147, Trenton, NJ 08638-0147
OR Fax: (609)-406-7450 – E-mail: agitto@dioceseoftrenton.org
(No phone calls will be accepted)