

FINDING LEADERS

8471 Waterside Dr.
Sagamore Hills, Ohio 44067
216-225-2787

PLEASE POST ANNOUNCEMENT OF VACANCY St. Rita Parish

The St. Rita Parish is accepting applications for the position of Business Manager through the search firm, Finding Leaders at www.findingleaders.com.

POSITION: Business Manager

PARISH: Position: Business Manager
Parish: Established 1929
Registered Families: 3,183
54 Active Ministries
St. Rita School: Established 1949 Students K-8 252 Students Pre k 65

SALARY: Competitive

APPLICATION DEADLINE: February 18, 2022

QUALIFICATIONS: Practicing Catholic
Bachelor's Degree in Business Administration
5 years of progressively responsible business and supervisory experience
Ability to create budgets and financial reports
Must be proficient in computer spreadsheets and other applications

GENERAL DESCRIPTION:

The Parish Business Manager is an administrator supporting the Pastor's administrative responsibilities to the parish, which includes the church, school and all associated ministries. The Parish Business Manager is a steward of the financial, physical and human resources of the parish and has fiduciary responsibility for these areas. In collaboration with the Parish Pastoral Council, Parish Finance Council and the School Administrator, the Parish Business Manager ensures the parish business practices align with the Mission, Vision and Core Values of the parish.

CONTACTS: Ed Vittardi at 216-701-0500 or vittardi@wowway.com

For more information and to apply go to: www.findingleaders.com