

# PARISH FINANCE DIRECTOR



## QUALIFICATIONS:

- Bachelor's degree in Management, Business or Public Administration, Accounting, or related field, with five years of professional-level experience.
- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources, and coordination of people and resources.
- Knowledge of GAAP and financial reporting.
- Knowledge of fundraising and promotion of non-profit religious institutions; knowledge of principles and practices on non-profit accounting preferred.
- Proficiency in MS Outlook, Word, and Excel are required.
- Good time management, including ability to manage several projects at the same time.
- Be a practicing Catholic in good standing and have a wholehearted support of the Catholic parish mission, with knowledge of basic tenets of Catholic Church and parish structures.