

**Job Opening #1**  
**Saint Malachy Church**  
**Parish Administrator**

St. Malachy Church has a full time job opportunity for a Parish Administrator.

**Essential Responsibilities:**

The Parish Administrator will provide support, guidance and leadership to the Parish staff, which enables each staff member to thrive in their positions and contribute to the mission of Saint Malachy Parish. The Parish Administrator will assist the Pastor in managing the day to day operations of the parish that arise.

**Qualifications:**

- ✓ Professing and practicing the Catholic Faith, or otherwise manifest a supportive attitude toward the faith.
- ✓ Commitment to living as a role model of the moral life, consistent with the teachings of the Catholic Faith.
- ✓ Business Administration Degree or related degree and 3-5 years of administrative experience.
- ✓ Possess planning, organizational, collaborative, and communication skills
- ✓ Proficient in current technology and software.

**Compensation:**

- ✓ Benefits that include: health insurance, 401k, vacation, paid holidays, and PTO
- ✓ Salary range \$45,000-\$50,000

If interested please send a cover letter and resume to Fr. Gifford at [giffordfrdaniel@saintmalachy.org](mailto:giffordfrdaniel@saintmalachy.org). Please respond by May 15, 2021.

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**Job Opening #2**

## **Saint Malachy Church and School**

### **Business Manager**

St. Malachy Church and School have a full time job opportunity for a Business Manager.

#### **Essential Responsibilities:**

The Business Manager will be responsible for the accounting and financial functions including accounts payable, payroll processing and tax reporting, general ledger accounting, and financial report preparation for the church and school.

#### **Qualifications:**

- ✓ Professing and practicing the Catholic Faith, or otherwise manifest a supportive attitude toward the faith.
- ✓ Commitment to living as a role model of the moral life, consistent with the teachings of the Catholic Faith.
- ✓ Degree in accounting with 3-5 years of experience
- ✓ Possess planning, organizational, collaborative, and communication skills
- ✓ Proficient in current technology and software

#### **Compensation:**

- ✓ Benefits that include: health insurance, 401k, vacation, and PTO
- ✓ Salary range \$35,000-\$40,000

If interested please send a cover letter and resume to Fr. Gifford at [giffordfrdaniel@saintmalachy.org](mailto:giffordfrdaniel@saintmalachy.org). Please respond by May 15, 2021.