

St. Paul's Episcopal Church seeks a half-time business manager. The Business Manager serves as bookkeeper, manages human resources, and does project management for parish business operations. The ideal candidate is extremely dependable and reliable, learns new systems easily, and is passionate about administration in service-oriented organizations. The Business Manager serves as the Rector's primary supervisor of church business and is an integral partner in church leadership. Experience in a religious organization is preferred, as well as prior experience of managing complex budgets at home, at work, or for a volunteer role. A high school degree is required, and a college degree is preferred. Experience as a bookkeeper, while very useful, is not required if the candidate is capable of learning.

Read the full job description and apply at stpaulsduluth.org/employment.