

**Parish Manager
St. Paul Parish - Berlin (Kensington), CT**

St. Paul Parish is seeking applications for the position of Parish Manager. The Parish Manager oversees the finances, physical plant, and Human Resource functions of St. Paul Parish and School.

Financial management includes, but is not limited to budget preparation and monitoring, contract management, payroll, parish AP and AR, and preparation of financial reports for the Pastor, Parish Finance Council and School Board Finance Committee.

Physical plant management includes, but is not limited to the maintenance, repair, safety and security of all parish buildings and properties, solicitation and management of bids and contracts for repairs, improvements and maintenance of property and systems. Primary responder to security alarm calls.

Human Resource responsibilities include benefit administration for all eligible parish and school employees, and direct supervision of the School Financial Manager, parish maintenance and office staff and volunteers.

The Parish Manager reports directly to the Pastor, and is available to the School Principal as needed. He/she recognizes the importance of maintaining open lines of communication with other members of the parish and school staff and work as part of an Administrative Team.

Position Requirements:

- Minimum 5 years relevant management experience
- Relevant undergraduate degree with accounting and finance expertise; MBA preferred
- Good working knowledge of Microsoft Word, Excel and QuickBooks
- Good grasp of facilities/physical plant management and upkeep
- Willingness to enthusiastically support the mission of St. Paul Parish and St. Paul School
- Possess a high level of communication skills both orally and in writing
- Possess excellent interpersonal skills to work effectively with the parish and school leadership, faculty, staff, parents, alumni, community leaders, committee members and volunteers
- Ability to work independently
- Ability to work as part of the administrative team

To request a copy of the full job description or to submit a cover letter and resume please email Deacon Don Philip at deacondon@stpaulkensington.org by May 27, 2022. He can also be contacted at 860-828-0331.