

**Our Lady of Perpetual Help Catholic Church in Salem, Virginia** (Diocese of Richmond) is seeking a **Business Manager**. This is a full-time position.

**Responsibilities:** The overall management of the facilities, human resources, and finances for the parish. This includes managing payroll, implementing budget processes, bookkeeping, preparing financial reports, interfacing with vendors and contractors, maintaining access information and personnel files. The Business Manager reports to the Pastor.

**Qualifications:** At least a Bachelor's Degree in Business Administration, Finance, Accounting, or related field, or equivalent experience is required. Required skills include strong interpersonal and communication skills, organization, knowledge of accounting principles and budget preparation.

**To apply:** Please send a resume and diocesan application ([richmonddiocese.org/wp-content/uploads/2015/10/CDR-Application-For-Employment-11-17-16.docx](http://richmonddiocese.org/wp-content/uploads/2015/10/CDR-Application-For-Employment-11-17-16.docx)) to Fr. Danny Cogut (Pastor), [dcogut@richmonddiocese.org](mailto:dcogut@richmonddiocese.org) or 314 Turner Rd, Salem, VA 24153.

**Deadline: August 15, 2021**