



PARISH NAME: ST. CLARE PARISH

Position Title: Business Manager

Opening Date: 05/28/2026

Closing Date: Open Until Filled

Location of Job: St. Clare Parish

Location Address: 8535 SW 19th Ave. Portland, OR 97219

Position: Full-time, Exempt

Position Summary: Assists the Pastor in the prudent stewardship of the parish's personnel, financial and capital resources. Ensures the effectiveness of operations, informing and advising the Pastor, department heads, and various parish councils and committees as needed. Handles all accounting procedures for parish and school. This position is part of the core management team that supports the Pastor and ensures that the pastoral and administrative needs of the Parish are met.

Financial Responsibilities:

1. Maintains an accurate filing, recordkeeping, and reporting system for all parish financial matters. Prepares monthly, quarterly and year end reports for parish and Archdiocese as needed.
2. Administers a cash flow management system with purchasing and payment schedules clearly defined.
3. Prepares, administers and reviews the budget process in collaboration with the Finance Committee, Pastor and other committees. Assists the Finance Committee in presenting the budget to the Parish Council for approval.
4. Monitors the collection, counting, recording and depositing of parish revenue from all sources.
5. Responsible for monitoring and implementing internal controls.
6. Serves as a helpful resource to parish organizations and the Archdiocese.
7. Serves as a parish contact with financial institutions and the Archdiocese.

8. Assists in the planning of financial stewardship and long-range planning efforts.
9. Responsible for understanding and maintaining archdiocesan policies, procedures, and guidelines.

Administrative Responsibilities:

1. Directs the operation of the parish office and supervises clerical staff.
2. Oversees the management of parish records.
3. Administers computer systems and software.
4. Payroll processing using ADP.
5. Coordinates parish liability, property insurance, and workers' compensation in collaboration with Archdiocesan insurance programs. Coordinates and prepares parish response to liabilities and legal concerns in collaboration with Archdiocesan offices as appropriate.
6. Assists with hiring and selection of personnel, administers parish salary and benefit programs, and handles employee relations issues as directed by the Pastor. Consults with appropriate parish/Archdiocesan resources to ensure personnel actions are appropriate and consistent with Archdiocesan personnel guidelines.
7. Works with the Principal and Pastor and/or Development Director in the development activities of the parish, including marketing, public relations, communications, grant writing, fundraising, and stewardship.

Campus Management Responsibilities:

1. Supervises the maintenance staff and manages major repairs, improvements or construction.
2. Solicits and reviews bids and quotes and negotiates contracts.
3. Establishes and monitors preventive maintenance programs for all properties.
4. Maintains security of parish property (keys, files, etc.)

Other:

1. Maintains good working relations and effective communication between the parish community, various groups, and outside authorities. Consults with and advises Pastor and Principal on business and administrative matters that affect the parish and school.
2. Participates in parish and Archdiocesan programs and activities as directed by the Pastor. Attends staff, Archdiocesan, and council meetings as required.
3. Handles other duties as assigned.

JOB SCOPE:

Position encounters frequent new and varied work situations with a high degree of complexity. Some formal policies and procedures exist to govern work; incumbent will develop parish office structure, including policies and procedures. Position operates independently with minimal supervision.

COMMUNICATION/CLIENT CONTACT:

Contacts are made with others both inside and outside the organization, either by telephone or in person. Contacts frequently contain confidential/sensitive matters necessitating discretion at all times. Contacts are made by both supervisor's request and on the employee's own initiative.

SPECIFIC JOB SKILLS:

Excellent verbal and written communication skills. Individual must also be able to be creative, use independent judgment and take action to solve problems, function as a team member, and handle presentations. Service orientation, organizational and public relations skills, and ability to negotiate are important. Position requires highly developed interpersonal skills and ability to maintain confidentiality. Knowledge of required accounting procedures for parishes and schools. Proficiency with PC software, calculator and all basic office equipment is required, including experience with spreadsheet, word processing, accounting and report writing software. Knowledge in design of technology systems in business software and ability to frequently perform advanced math and basic programming.

EDUCATION AND/OR EXPERIENCE:

B.A. degree specializing in Accounting/Business Administration is preferred, along with 5 years financial, accounting, office management, human resources and facilities management experience. Accounting experience must include budget preparation, payroll, and data entry/management with double entry accounting system. Previous supervisory experience required. Experience with Business Works, Microsoft Office Suite (?) and Church Windows (parish data tracking system) preferred. Practicing Catholic preferred. Bilingual in Spanish preferred. Valid driver's license required.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is required to stand, walk, stoop, finger, talk, reach, feel, sit, climb, grasp, hear and perform repetitive motions of the hands/wrists. Lifts and moves items up to 30 pounds.

JOB CONDITIONS:

Work is performed mostly in an office setting. Employee is required to do extensive close computer work, as well as sit for long periods of time and attend evening or weekend meetings.

The physical demands and work environment characteristics described above are representative of the physical capabilities that must be met by an employee and the working conditions that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

SUPERVISES:

Parish Secretary, Maintenance & Custodian.

Please submit your resume and cover letter to
frdon@saintclarechurch.org.

Employment Application (General)

Date: _____

Last Name: _____ First Name: _____ Middle Name: _____

Mailing Address: _____

City: _____ State: _____ Zip _____

Telephone # (home): _____ (mobile): _____

Email Address: _____

May we call you at your current employment? Yes No

We are committed to providing equal employment opportunities for all persons without discrimination based on race, color, sex, national origin, age, disabilities, veteran status, or on-the-job injuries. As a religious organization, however, the Archdiocese is not subject to various anti-discrimination laws based on religion or religious belief and may make hiring and other employment decisions based on religious belief or practice.

Central to our mission as a Catholic religious organization, we expect all employees to be role models of the Gospel of Jesus Christ, and to share in the teaching ministry of the Catholic Church by modeling Christian values and living an exemplary life, both at and away from work. You will be expected to maintain by your words, actions and lifestyle a position that is in conformity with the teaching, standards, doctrines, laws and norms of the Roman Catholic Church as interpreted by the Archbishop of Portland in Oregon, in his sole discretion.

General Information

Position applied for: _____

Available to work: Full-time Part-time Temporary

Do you have a legal right to work in the US? Yes No

Are you at least 18 years of age? Yes No

Religious affiliation: _____

Have you ever worked or volunteered for the Catholic Church or a similar organization? Yes No

If yes, where? _____

How did you learn about us? Advertisement Friend Walk-in Relative Other

Education

Name and Address of School	Major	Years Completed	Degree(s)
High School			
College			
College			
Other (Specify)			

1. Please summarize any skills, training, licenses, and/or certificates that may qualify you as being able to perform job-related functions in the position you are applying for.

2. Why do you want to be considered for employment here?

3. Please list any job-related professional trade, business, civic activities, organization, and/or associations. (You may choose to omit those that indicate race, color, national origin, ancestry, or disability, etc.)

4. Are you able to perform all the essential functions of the job you are applying for with or without reasonable accommodation? Yes No

If no, please explain:

Employment History

Please list your present and past work experience for the last 10 years beginning with your current job. We will contact your current/ most recent employer only after an offer has been extended unless you indicated below that we may

contact them now. You may include volunteer activities/positions. Attach an additional page if necessary. Please complete this section even if you have submitted a resume.

Current Employer	Name of employer:		
	Telephone #:		
	Address:		
	Employment dates:	(From)	(To)
	Position:		Supervisor:
	Description of duties:	Ok to call at workplace? Yes No	
Reason for leaving:			
Previous Employer	Name of employer:		
	Telephone #:		
	Address:		
	Employment dates:	(From)	(To)
	Position:		Supervisor:
	Description of duties:	Ok to call at workplace? Yes No	
Reason for leaving:			
Previous Employer	Name of employer:		
	Telephone #:		
	Address:		
	Employment dates:	(From)	(To)
	Position:		Supervisor:
	Description of duties:	Ok to call at workplace? Yes No	
Reason for leaving:			

Have you ever been suspended or asked to resign a position? Yes No

Is there anything else you would like to tell us about yourself that would help qualify you for this job?

Please list 3 professional references:

Name/Job Title	Organization	Telephone #	Years Known

Certification and Authorization Information Release

I certify that the information in this application is true and correct to the best of my knowledge, and I agree to allow the Employer to verify any of this information, unless I indicate in writing to the contrary. I authorize the references and other persons listed on this application, as well as other persons contacted, to verify this and other information I supply in connection with this application, to provide any and all information concerning my previous employment, and/or to supply any other pertinent details they may have. I also release and discharge to the extent permitted by law the Archdiocese, its employees, any individual or agency obtaining information for the Archdiocese, my personal and professional references, and my former employers, from any and all claims, damages, losses, liabilities, costs, and other expenses from disclosing information in connection with this application. I understand that any misinterpretation, falsification, or substantial omission on this application may result in my failure to receive an offer or, if I am hired, my dismissal from employment.

Applicant Signature

Date

At-Will Employment Statement

I understand that, if I am hired, in the absence of a written employee agreement that states otherwise, I may terminate my employment with the Archdiocese at any time, for any reason. The Archdiocese may do the same. This application does not constitute an agreement or contract for employment for any specified period or definite duration.

Applicant Signature

Date

Background Check Statement

I understand that all offers of employment are contingent upon providing satisfactory proof of my identity and legal authority to work in the United States and successful completion of a criminal background check. A background check may include my driving records, court records (civil and criminal), educational and professional credentials, and personal and professional references. This information, which may come from public or private sources, may contain details on my character, experience, work habits, and/or reasons for termination from past employers.

Applicant Signature

Date