

Employment Opportunity

St. Gianna Beretta Molla Roman Catholic Church, in southwest Winnipeg is seeking a Operational Business Manager. This full time position is an exciting opportunity for the right individual to devote his or her energy to this growing parish.

The Operational Business Manager, under the direction of the Pastor, is a member of the parish pastoral staff team with a mandate to carry out the pastoral vision of the parish as it relates to the overall financial and operations management of the Parish. The duties include: budget preparation, managing of accounts receivable and payable, maintaining all financial records, preparation of periodic and annual reports both ecclesial and government, payroll and benefits, pre-authorized credit card and debit card batch transactions. The current account program used is Quick Books.

The candidate will have: a degree in an accounting related field or its equivalent in education and experience, a minimum of three years financial management experience. The candidate is self-directed, an innovator, have well developed computer and interpersonal skills, and capable of managing processes and programs.

Application closing date: April 15th, 2019

Those interested in applying for this position are asked to please submit their resume, including 3 references by email to: office@stgianna.ca or mail to:

Attention – The Selection Committee
St. Gianna Beretta Molla Roman Catholic Church
15 Columbia Drive
Winnipeg, MB, R3Y 0R5