

Business Manager – The parishes of St. Mary, Ackley; St. Mary, Eldora; St. Patrick, Hampton and St. Mark, Iowa Falls seek a full-time Business Manager primarily located in Iowa Falls but is able to travel to all parish offices. The successful candidate will assist the Pastor in carrying out general administrative and financial management of the four parishes. Responsibilities include coordinating activities and schedules of the linkage parishes, overseeing the work of the common bulletin and manage other communications, coordinating bookkeeping, supervising office staff, is the Director of Stewardship of linkage parishes, and assuming secretarial/executive assistant duties for St. Mark Parish. Attendance at scheduled evening meetings will be required. The position requires a bachelor’s degree or equivalent experience in a related field and excellent communication and interpersonal skills. A practicing Catholic in good standing is preferred. Competitive salary and benefits are included. Email resume to Margaret Ruble, hiring committee assistant, at mcrcollect@gmail.com. Resume deadline due date is April 30th. A detailed job description will be provided upon request.