

Job Announcement

Cathedral of the Most Sacred Heart of Jesus

Office Manager

Cathedral of the Most Sacred Heart of Jesus Knoxville, founded in 1956, is home to the Cathedral Church and School and serves approximately 1600 registered families. The Cathedral is seeking a seasoned leader and office manager with at least 5 years' experience to serve a \$7.5 million non-profit organization. The Cathedral promotes the spiritual growth of all members of the parish community through its mission to worship, teach, and serve. Our employees enjoy a business casual work environment, opportunities for development, and a way to impact the lives of others in a positive manner.

Description of Essential Functions: This position shall show knowledge of a Catholic philosophy of education, values, and will work in accordance with the mission, values, and traditions of the Roman Catholic Church. This position shall help maintain the financial stability of the Cathedral of the Most Sacred Heart of Jesus and Sacred Heart Cathedral School. This position will require knowledge of all financial and related functions of the Cathedral including budgeting, accounting, bookkeeping, purchasing, front desk relief, mailings, office equipment, offertory collections and deposits, facilities, marriage records, and contracted benefits.

Qualifications:

As a person ensuring the fiscal health of the organization, the candidate should have the following:

- Bachelor's degree in accounting, finance or business administration preferred.
- Certified Public Accountant or Certified Management Accountant preferred.
- Minimum of five years of progressively responsible experience for a major company or non-profit or division of a large corporation or non-profit organization.
- Experience in financial management, reporting, bookkeeping, and analysis preferable.
- Demonstrated interpersonal and communication skills.
- Proficient in information technology.
- Demonstrated organizational and planning skills.
- Strong ability to think and act independently.
- Must be able to pass a background check successfully.

To Apply:

Please email or mail: cover letter of application, resume, and three current letters of recommendation to:

Mary Mac Wilson
Director of Parish Operations
Cathedral of the Most Sacred Heart of Jesus
417 Erin Drive, Suite 120

Knoxville, TN 37919
865-558-4111
mwilson@dioknox.org

The Diocese of Knoxville is an Equal Employment Opportunity/ Affirmative Action Employer and is committed to excellence through diversity. We strongly encourage all qualified applicants to apply.