

Business Manager - St. Patrick's Seminary

St. Patrick's Seminary and University is seeking a highly experienced Business Manager to report to the ViceRector to oversee the execution of day-to-day financial operations of the institution. The Business Manager will work in collaboration with the Archdiocese of San Francisco and be responsible for advancing the mission of the Seminary and University through the guidance and oversight over all financial functions of the institution, including development and grants administration. In addition this person will oversee Human Resources, including the recruiting and placement of qualified applicants necessary for the optimal operating of the seminary. This position requires an individual who can oversee all aspects of maintenance by daily meetings with the maintenance manager. All three areas (finance, HR and maintenance) must be coordinated with the seminary's mission of fomenting an atmosphere conducive to priestly formation. CPA or MBA with a minimum of ten (10) years finance experience required. The ideal candidate must also be a practicing Catholic supportive of Church teachings and principles. This position will require a strong Human Resources background along with supervision of all aspects of operations.

For more information, contact Patrick Schmidt, Associate Director, Human Resources, 415-614- 5540 or careers@sfarch.org.

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records. We are an Equal Opportunity Employer.