

**Job Posting**  
**School Financial Manager**  
**St. Paul School - Berlin (Kensington), CT**

St. Paul School is seeking qualified applicants for a part-time (20 hour) Financial Manager who will be responsible for handling the day-to day finances of St. Paul School.

The School Financial Manager will report directly to the St. Paul Parish Manager and work closely with the School Principal and members of the school office staff.

Duties and responsibilities will include the accurate processing of School payables and receivables, as well as working with the Smart Tuition (Blackbaud) management system in the billing and collection of all tuition accounts.

The School Financial Manager will assist in the preparation and monitoring of annual budgets and participate in the school's annual financial review. The School Financial Manager will be responsible for the financial administration of various school programs and organizations and financial aid and scholarship programs.

The School Financial Manager will attend School Board Finance Committee meetings and will vary his/her work schedule to be available to parents for tuition payment consultation before and after school hours.

Qualified candidates must have experience with full charge bookkeeping, possess an undergraduate degree in accounting or equivalent experience, have at least three years of bookkeeping/account collection related experience preferably in a school, non-profit or church organization, and be able to work effectively with Word, Excel and QuickBooks. Tact and tenacity in tuition collections in keeping with School Policy is required.

The applicant must have the ability to work independently and multi-task while maintaining a high level of organization and productivity. Strong written, verbal and interpersonal skills are required.

To request a copy of the full job description or to submit a cover letter and resume please email Deacon Don Philip at [deacondon@stpaulkensington.org](mailto:deacondon@stpaulkensington.org) by September 8, 2021. He can also be contacted at 860-828-0331.

**See Reverse Side for Parish Manager Position**

**Job Posting**  
**Parish Manager**  
**St. Paul Parish - Berlin (Kensington), CT**

St. Paul Parish is seeking applications for the position of Parish Manager. The Parish Manager oversees the finances, physical plant, and Human Resource functions of the St. Paul Parish and School.

Financial management includes, but is not limited to budget preparation and monitoring, contract management, payroll, parish AP and AR, and preparation of financial reports for the Pastor, Parish Finance Council and School Board Finance Committee.

Physical plant management includes, but is not limited to assuring the maintenance, repair, safety and security of all parish buildings and properties, as well as the solicitation and management of bids and contracts for repairs, improvements and maintenance of parish and school property and systems. The applicant is the primary responder to security alarm calls.

Human Resource responsibilities include benefit administration for all eligible parish and school employees, and direct supervision of the School Financial Manager, parish maintenance and office staff and volunteers.

The Parish Manager reports directly to the Pastor, and is available to the School Principal as needed. He/she recognizes the importance of maintaining open lines of communication with other members of the parish and school staff and work as part of an Administrative Team.

**Position Requirements:**

- Relevant undergraduate degree with accounting and finance expertise; MBA preferred
- Minimum 5 years relevant management experience
- Good working knowledge of Microsoft Word, Excel and QuickBooks
- Good grasp of facilities/physical plant management and upkeep
- Willingness to enthusiastically support the mission of St. Paul Parish and St. Paul School
- Possess a high level of communication skills both orally and in writing
- Possess excellent interpersonal skills to work effectively with the parish and school leadership, faculty, staff, parents, alumni, community leaders, committee members and volunteers
- Ability to work independently
- Ability to work as part of the administrative team

To request a copy of the full job description or to submit a cover letter and resume please email Deacon Don Philip at [deacondon@stpaulkensington.org](mailto:deacondon@stpaulkensington.org) by September 15, 2021. He can also be contacted at 860-828-0331.