

St. Wendelin Parish is seeking to fill the new, full-time position of: “Finance and Human Resources Manager”. Here is a general description of the position: Performs all bookkeeping duties to ensure proper maintenance of accounting records, processing of receivables, payables, and payroll; preparation of routine and special accounting reports. Assists pastor with special projects and compiling data for various appointments. This person also manages all Human Resources functions, including handling personnel paperwork/files and assisting the pastor with employee relations. This person will have a BA/BS degree in Business, Finance, Accounting, or related business discipline from an accredited college; strong accounting skills and experience; social media saavy; a high level of computer expertise in software such as Word, Excel, PowerPoint, Outlook, Quickbooks, as well as an ability to learn custom church software; very strong written and verbal communication skills. Please send cover letter, resume, salary requirements and references to St. Wendelin Parish, attn: Father Poggemeyer, 323 N. Wood St., Fostoria, Ohio 44830, or email at frpoggemeyer@stwendelin.org.