

Director of Operations, St. Charles Borromeo Parish, Lima

Saint Charles Parish is seeking a Director of Operations. This position provides leadership and day-to-day supervision of the business, human resource, financial, and administrative functions of the parish. Carried out in an accurate, efficient, thorough, professional, and timely manner, this position provides the appropriate administrative foundation to support the pursuit of the parish's mission, ministry, and growth. The successful candidate will have a BA/BS degree in Business, Finance, Human Resources, Accounting, or related discipline from an accredited college, and a high level of computer expertise in QuickBooks as well as Microsoft Office and Google products. A practicing Catholic and registered member of the Catholic parish faith community is preferred. Cover Letter with compensation requirements and resume can be sent to search@stcharleslima.org or to Rev. Kent R. Kaufman. Position is available immediately.