

The Catholic Diocese of Spokane seeks a part-time School Business Manager to serve as the primary resource on fiscal matters to Principals and Pastors in our 13 K-8 schools; advises on school budgets and provides financial analysis tools for sound fiscal management.

Required Qualifications: Bachelors' degree in business or finance; 2 years' financial management experience; working knowledge of and commitment to the mission of the diocese and Catholic Church; excellent verbal and written communications skills; ability to travel throughout the Diocese to visit schools; Proficient in Microsoft Office and Quickbooks.

Spokane is a wonderful place to live and work, including a vibrant downtown, amazing walking trails, five ski resorts within 90 minutes of downtown, dozens of lakes within one hour, the spectacular beauty of Spokane Falls, five universities and two medical schools, over 50 microbreweries and wine tasting rooms, an active theatre, arts, and music district, plus easily commutable outlying areas.

To Apply: email these documents to [Victoria Loveland](#), HR Director

- Diocese General Employment Application (click on link under Applications)
- Letter of Interest
- Resume
- Names and contact information of three professional references

Competitive salary and part-time benefits; review of Applications begins June 1

