

BUSINESS MANAGER

SACRED HEART OF JESUS CATHOLIC COMMUNITY

6502 CR 48, MANVEL, TX 77578

Summary

The **Business Manager** (BM) is a full time (40 hours per week), salaried (exempt) member of the staff of Sacred Heart of Jesus Catholic Community assisting the Director of Administration in the daily operation of the parish and the Social Service Store by utilizing administrative, managerial and technical skills so that the parish operates as a cohesive whole towards clear, professional goals. The Business Manager reports to the Director of Administration.

Duties and Responsibilities

Finance

1. Manages all payroll functions, insurance coverage, banking and credit card service activities including the accounting and banking of all offertory collections, payables and receivables, all money counting activities, ensuring timely bank deposits and payment of invoices, reimbursements and check requests.
2. Manages all accounting, budgetary, fiscal, and statistical records including monthly reports to parish staff and Parish Finance Council, annual reports to the parish, annual reporting of donations to each parishioner, and a yearly budget in consultation with Director of Administration and Parish Finance Council. Negotiates and monitors service contracts.
3. Serves as the staff liaison to the Parish Finance Council on all matters including budget, the overall parish financial condition, and the condition of the parish's physical assets.
4. Manages the filing of all required federal, state, county and Archdiocesan reports.

Facilities

1. Manages all aspects in the scheduling, rental, care, maintenance of all parish and Social Service buildings and replacement of equipment, including the securing of bids, the negotiating of contracts, and the procurement of all supplies (liturgical, office, housekeeping, maintenance, etc.) and all equipment (office, maintenance, liturgical).
2. Implements and manages technology for the parish not limited to networks, hardware, software, internet accessibility, security and telephone systems.

Other duties as assigned

Skills/Qualifications:

1. Minimum of Bachelor's degree in accounting, finance, business or related field.
2. Fluent in English and Spanish, both written and verbal preferred.
3. Ability to work cohesively with staff, volunteers, and parish community.
4. Knowledge of ADP or willingness and ability to learn it.
5. Experience in public speaking, human resource management and administration.
6. Proficient in Microsoft Office (Excel, Word, PowerPoint, Publisher).
7. Skill in short and long-term planning and organizing on multiple tasks and changing deadlines.
8. Skill in supervision, motivation and evaluation of staff.
9. Experience with or willingness and ability to learn accounting software.
10. Availability for evening and weekend work as needed.
11. Practicing Catholic in good standing.
12. Physical ability to perform tasks associated with job.
13. Favorable background check.

Candidates will **ONLY** be considered by emailing a 1) **COVER LETTER** and 2) **RESUME** to **jobs@sacredheartmanvel.org** with **Business Manager** in the subject line.