Parish Business Manager  
St. Rose of Lima Catholic Church and School  
3600 Brinkman Street  
Houston, TX 77018

Summary:
St. Rose of Lima Catholic Community is a vibrant faith community, which provides opportunities for spiritual growth through Mass services, faith formation and a host of ministries to help evangelize and unify our community. Since 1948, St. Rose of Lima Catholic School has been educating our youth in a Christ-centered atmosphere of love and learning to support the academic and spiritual growth of our children from Pre K4 through 8th grade. In addition, St. Rose of Lima Early Childhood Center is a licensed, high quality early childhood program that provides the newest members of our community with a safe and nurturing environment.

St. Rose of Lima Community is seeking a full time Parish Business Manager who will serve as a professional administrator and steward of the physical, financial, personnel resources of the parish, and any additional duties as required by and in support of the pastor's responsibilities to the parish. This position will report directly to the Pastor, and is a 12-month benefits eligible position.

Some duties include:
- Oversee all financial related activities in collaboration with the pastor.
- Maintain the accuracy of all financial files and records, and establish a responsible cash flow management system.
- Provide monthly analysis of financial reports to Finance Council.
- Oversee personnel records, AGH benefits, payroll and tax reporting.
- Responsible for front office and parishioner giving statements.
- Supervise staff.

Education/Experience:
- Bachelor’s Degree in business administration with at least 9 hours of accounting or a BS in Accounting is required. Master’s level degree preferred.
- Knowledge of archdiocesan recordkeeping and reporting requirements.
- Experience managing multiple employees.
- Demonstrated familiarity with accounting principles and financial management policies and procedures.
- Demonstrated knowledge of personnel policies and procedures.
- Knowledge of general liability and insurance matters.
- CPA license preferred
- Minimum of 5 years’ supervisory experience.
- Practicing Catholic preferred

Interested applicants are to email a cover letter, resume, and salary requirements to eherrera@stroselima.org with Parish Business Manager on the subject line.