Business Manager  
Mary Queen Catholic Church  
Friendswood, TX

SUMMARY  
Works under the direction of the Pastor and assists him with the stewardship of the finances of the parish, in accordance with Archdiocesan Internal Controls and Policies and Mary Queen Parish guidelines. The Parish Business Manager values the organization and the responsible management of its resources in support of the pastor, and the parochial vicars, ensuring that the business and finance needs of the parish are sustained. The Parish Business Manager of Mary Queen Parish must understand and respect the mission and vision the pastor has set for the church by projecting a faith-filled presence with knowledge of the Catholic Faith and in support its social teachings.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the Pastor in Management of all parish programs;
- Provides leadership and management/supervision of all office, clerical, and administrative staff;
  - Supervises the following positions: Coordinator of Ministries/Functions, Bookkeepers, Archivist, Communications Coordinator, and Receptionist.
  - Schedules, supervises and provides staff trainings;
  - Reviews all contracts and purchase orders for compliance with diocesan/parish requirements and alignment with the approved budget prior to Pastor approval.
  - Prepares for review Rental and Usage Agreements;
  - Manages operational and scheduling aspects of facilities including parish Access and Security; Coordinates with Facility Manager on planning/construction and facility scheduling;
- Manages the Financial Resources of the Church;
  - Assists the pastor in financial stewardship and long range planning efforts; Advises the pastor regarding the application of financial policies and matters from planning to auditing;
  - Prepares, administers, and reviews compliance with the budget for revenue and expenses in collaboration with pastor and finance council;
  - Facilitates the achievement of revenue targets, including offertory, Bishop’s Appeals, special collections, planned giving, and other fundraising activities;
  - Ensures that proper internal controls pertaining to the safeguarding of assets are in place and followed; Ensures that timely reconciliation of all accounts is performed;
  - Ensures record keeping and reporting system of parish financial matters;
  - Ensures processing of payroll in compliance with Archdiocesan policies and with federal and state regulations;
- Oversees the Human Resource processes for the Church;
  - Assists all Parish operations meet the Archdiocese of Houston/Galveston directives, principles, and criteria applicable to Parish administration.
  - Assists Pastor in recruiting, hiring and termination of employees;
  - Shall conduct personnel performance reviews for direct reports yearly.
  - Maintains an accurate filing and record keeping of personnel matters;

EDUCATION AND EXPERIENCE
• Bachelor’s Degree in Business Administration. Master’s level degree preferred; Will consider other degrees with applicable industry/church experience.
• Demonstrated familiarity with accounting principles and financial management policies and procedures;
• Minimum five years’ experience in an administrative position preferably as a business manager at a Catholic Parish;
• Experience leading and managing multiple employees;
• Experience with upholding policies, procedures and regulations;
• Experience handling general liability and insurance matters.

SPECIFIC KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

• Must have the ability to develop and maintain positive relationships with employees at all levels.
• Strong interpersonal, written, and verbal communication skills, including ability to produce clear, concise reports and recommendations and make presentations to varied groups.
• Ability to exercises considerable independence and judgment with a high level of confidentiality.
• Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities.
• Ability to face situations firmly, courteously, tactfully, and with respect for the rights of others.
• Requires a high level of computer expertise in Microsoft Office products, including Word, Excel, PowerPoint, and Outlook.
• Must be flexible, innovative in a fast paced, time-critical environment and the ability to work independently.
• Performs work at a high level of accuracy and attention to detail.

SUPERVISORY RESPONSIBILITIES

• This position has supervisory responsibilities.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made per ADA guidelines. While performing the duties of this job, the employee is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus.

WORK ENVIRONMENT

The work environment is typical of an office environment. Employee is not required to travel for this position and no regularly scheduled overtime will be required.

This job description should not be construed to imply that these requirements are exclusive standards of the position. Incumbents will follow any other instructions and perform any other related duties as may be required by the Pastor and/or their supervisor.

Should you have an interest in any of these positions, please submit your expression of interest with resume to Fr. Jim Kuczynski, M.S. (FRJIM@MARYQUEENCHURCH.ORG) with a copy to Rose Mary Baez (BAEZRM@MARYQUEENCHURCH.ORG) via email. Should you have any questions, please direct all calls to Rose Mary Baez at 281-482-1391.