

St. Vincent de Paul Catholic Church
Business Manager
Houston, Texas

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 St. Vincent de Paul 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, finance, and human resource needs of the parish are sustained. The Parish Business Manager of St. Vincent de Paul 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.

Key Areas of Responsibility:

- **To encourage, clarify, and maintain relationships within the parish and with extra-parochial persons/groups so that our vision and mission are the guiding principles for ministry**
 - Collaborate with the Pastor, Parish Councils and other staff in implementing the mission of the Parish.
 - Serve as liaison from the Parish to Diocesan Business, Finance, Accounting, Human Resource and Insurance offices.
 - Interface with government agencies regarding local, state, and/or Federal regulations that affect the Parish.
 - Serve as contact for sales person, vendors, and other civic and community groups.

- **To budget, oversee, and implement the financial matters of our parish to reflect wise management and compliance with applicable regulations/laws of our Archdiocese and civil authorities so that our parishioners have confidence in our financial stewardship.**
 - Prepare a comprehensive annual parish budget
 - Oversee accurate and confidential financial record keeping systems.
 - Verify proper reporting to committees and to parishioners.
 - Maintain proper internal controls pertaining to the safeguarding of assets.
 - Oversee the management of parish financial records.
 - Monitor financial management of capital improvements and projects.
 - Monitor the development and maintenance of Parish inventory of all durable and consumable goods.
 - Negotiate bank relationships.
 - Monitor compliance with departmental budgets.

- **To encourage, coordinate, and facilitate implementation of Archdiocesan and parish human resource policies so that our parish reflects an atmosphere of teamwork.**
 - Oversee the development and implementation of personnel policies for the Parish, including hiring and termination procedures, job descriptions, etc.
 - Collaborate with the Pastor to assure Parish personnel policies and guidelines are just, legal, canonically appropriate, and consistent with Diocesan personnel guidelines.
 - Maintain confidential personnel records for staff.
 - Collaborate with staff to develop and monitor annual work plans, goal, and objectives.

- **To analyze, facilitate, and manage our ministries to honor parishioner giving and to grow our parish in ministry and activity that reflects our vision and ministry.**
 - Oversee the implementation of development/parishioner welcome/stewardship process.
 - Oversee the management of parishioner contributions.
 - Assure compliance with regulations on annual parishioner statements.
 - Oversee management of parishioner database.
 - Evaluate and implement new software and technology periodically as needed.
 - Oversee and coordinate parish fundraising events.

Education and Experience

- Bachelor's Degree in Business Administration. Master's level degree preferred. Will consider other degrees with applicable industry/church experience.
- 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 and 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 exercise 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 this position, please submit your expression of interest with resume to Msgr. William Young (msgrbill@svdp-edu.org) with a copy to Patricia Rutz (prutz@svdp-edu.org) via email. Should you have any questions, please direct all calls to Patricia Rutz at 713-663-3538.

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