

Parish Business Manager

Holy Rosary Catholic Church

3617 Milam St.
Houston, TX 77002

SUMMARY

Parish Business Manager is a full time salaried Parish Staff member. This person will report directly to the Pastor of the Parish. Parish Business Manager will assist the church in carrying out its mission by planning and implementing effective organizational and fiscal processes to achieve its goals. Works under the direction of the Pastor and assists him with the stewardship of the finances of the parish, in accordance with Archdiocesan Policies and Holy Rosary Church guidelines. The Parish Business Manager of Holy Rosary 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 include those listed below. Other responsibilities may be assigned as becomes necessary.

Supervisory:

- Assist Pastor in oversight of parish staff
- Directly supervises the bookkeeper/parish accountant, parish secretary, and maintenance staff

Administrative:

- Practices everyday financial oversight of parish operations, in accordance with Archdiocesan Internal Controls and Generally Accepted Accounting Principles (GAAP)
- Executes the timely payment of payroll and bills
- Ensure all donations are timely deposited and recorded properly
- Oversee timely reconciliation of online donations and monthly bank account reconciliation
- Review and reconcile Wedding Fees and Refundable Deposits monthly
- Review and reconcile Statement of Financial Position including all Asset and Liability accounts
- Prepare monthly reimbursement invoices for Director of Development and Priory
- Close the monthly financial period after ensuring all transactions are finalized
- Maintains relationships with vendors to perform parish repairs and regular maintenance
- Reviews and oversees weekly, monthly, annual scheduled maintenance with appropriate staff
- Oversees repairs and maintenance ensuring on time and within budget
- Works with Pastor and staff to budget, review, oversee and report out on special projects for Church
- Maintains and develops annual budget
- Produces and explains financial reports for Pastor and Finance Council
- Prepares and send PAS annual governance report of Finance Council
- Prepare annual financial report for publication in parish bulletin
- Close financial books for the fiscal year
- Ensure PCI Compliance Annual validation for Office Credit Card machine
- Regularly review all active contracts for renegotiation and applicability
- Consults with Pastor on the oversight of all matters pertaining to Human Resources
- Schedules, supervises and provides staff trainings
- Works with contracted third-party Information Services firm to maintain parish technology and infrastructure.
- Assists Pastor in recruiting, hiring and termination of employees;
- Oversees parish compliance with Archdiocesan Safe Environment protocols
- Maintains an accurate filing and record keeping of personnel matters

Required Skills and Abilities:

- High competence in General Accepted Accounting Principles
- High competence in the preparation and maintenance of financial record and statements
- Competence in management and human resources matters
- Excellent verbal and written communication skills
- Excellent interpersonal skills
- Organizational skills and attention to detail
- Prompt communication/response to messages, emails, and inquiries
- Time management and accountability
- Proficiency with Microsoft Office and basic office computing skills
- Spanish speaking preferred but not required

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;
- Experience leading and managing multiple employees;
- Experience with upholding policies, procedures and regulations;

Should you have an interest in this position, please submit your expression of interest with resume to Laura Saldana at lsaldana@holyrosaryparish.org via e-mail.