

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, Rev. Fr. Peter Damian Harris, O.P., 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
- Consults with Pastor on the oversight of all matters pertaining to Human Resources

Administrative:

- Practices everyday financial oversight of parish operations, in accordance with Archdiocesan Internal Controls and Generally Accepted Accounting Principles (GAAP)
- Executes or oversees the timely posting of financial transactions including deposits, invoices, and payroll
- Executes or oversees various financial reconciliations
- Close the monthly and yearly 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
- 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
- Regularly review all active contracts for renegotiation and applicability
- Oversees parish compliance with Archdiocesan Safe Environment protocols

Required Skills and Abilities:

- High competence in Non-Profit reporting and internal controls
- 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.