

Part-Time Office Manager

Holy Cross Chapel

905 Main St., Houston, TX 77002

SUMMARY

Holy Cross Chapel, a small chapel in the heart of downtown, serves many downtown professionals who attend the Chapel for daily Mass, confession, and spiritual direction. Business hours and working hours for staff members are Monday – Friday from 10am – 2pm.

A part-time contract position to serve as Office Manager is currently open. The candidate will report directly to the Director. Office Manager will work closely with the Director to support him in managing the day-to-day business operations, HR, and accounting duties. Confidentiality, excellent organizational skills and accuracy are important qualifications for this position as well as good customer relations and strong communication skills. The ideal candidate for this position is a skilled multi-tasker, is responsible and committed to quality and timely completion of work.

Essential duties and responsibilities include those listed below. Others may be assigned as necessary.

Supervisory:

- Assist Director in oversight of the Chapel staff and all matters pertaining to Human Resources
- Financial oversight of the Chapel operations, in accordance with Archdiocesan Internal Controls and Generally Accepted Accounting Principles (GAAP)
- Executes or oversees the timely posting of all financial transactions
- Executes or oversees various financial reconciliations as well as end of period closings
- Produce financial reports, provide analysis, and be available to answer questions
- Assist with all external and/or internal auditors; prepare annual budget
- Maintains relationships with vendors to perform repairs and regular maintenance
- Regularly review all active contracts for renegotiation and applicability

Required Skills and Abilities:

- Minimum of five years of experience in a business setting, non-profit experience is a plus
- 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 interpersonal, organization, and communication (written and verbal) skills
- Time management and accountability, team skills, positive attitude, ability to prioritize and multitask
- Proficiency with Microsoft Office Suite, including Word, Excel, Outlook, and have general IT knowledge

Education and Experience

- Bachelor's degree in Business, accounting, or related field is preferred
- Demonstrate familiarity with accounting principles and financial management policies and procedures
- Experience leading and managing multiple employees
- Experience with upholding policies, procedures, and regulations

Suitable candidates may submit a cover letter, resume, and hourly rate requirement* to Lucia Cavers at lucia@holycrosschapel.org.