

Business Manager
St. Martha Catholic Church
4301 Woodridge Parkway, Porter, Texas 77365

St. Martha Catholic Church located in Porter, Texas is seeking a Business Manager. This person serves as a steward of the financial, personnel and physical resources of the parish. This position is responsible for financial planning and budgetary oversight, coordinating personnel policies and files, human resource matters, and providing oversight for the physical plant. In addition, this person is to provide oversight for financial functions for the Parish, School, and Martha's Kitchen. This position is Full-time (40 hours) and exempt.

Responsibilities:

- Accountable directly to Pastor.
- Member of the Senior Staff.
- Acts as liaison with Finance Council, providing regular updates and reports.
- Serves on Building and Planning Committee.
- Acts as IT coordinator with IT consultant to provide secure internet and other computer needs to the parish staff.
- Acts as primary contact with Debt Reduction Committee.
- Knowledgeable of all office systems.
- Budgeting: Prepares, administers, and reviews budget process in collaboration with department heads and presents the budget to Finance Council for approval.
- Cash Management: Maintains liquidity and reviews payables for accuracy.
- Monthly Reporting: Oversees preparation of monthly financial reports for review by the Finance Council.
- Annual Financial Accounting: Oversees year-end adjustments.
- Annual Financial Report: Preparation of the Annual Parish Stewardship Report.
- Maintain the accuracy of the general ledger and other subledgers.
- Supervises parish staff.

Qualifications:

- Requires at least five years of financial management with a bachelor's degree in accounting or business administration. Must have at least three years of supervisory experience.
- Requires proficiency with Microsoft Word, Excel, Outlook and PowerPoint.
- Must have strong communication skills, able to solve complex problems, multi-tasker, able to maintain confidentiality, organized and prioritized work.

If interested, please submit a cover letter and resume to Fr. T.J. Dolce at fr.tj@stmartha.com