

Parish Business Manager

St. Jerome Catholic Church - Houston

SUMMARY

Parish Business Manager is a full-time salaried Parish Staff member. This person will report directly to the Pastor. 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 & school, in accordance with Archdiocesan Policies and St. Jerome Church guidelines. The Parish Business Manager 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 parish secretary, CCE Director and Staff, and maintenance staff
- Consults with Pastor on the oversight of all matters pertaining to Human Resources
- Works closely with Bookkeeper to make sure processes are in place.

Administrative:

- 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 in conjunction with bookkeeper and finance council if necessary.
- Regularly review all active contracts for renegotiation and applicability
- Oversees parish compliance with Archdiocesan Safe Environment protocols
- Works directly with school and school staff to maintain a close relationship between school/parish.

Required Skills and Abilities:

- Bachelor's Degree in Business Management or related field is preferred
- Minimum of five to seven years of experience in a business setting, non-profit experience 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 resource matters
- Demonstrated familiarity with accounting principles and financial management policies and procedures.
- Experience leading and managing multiple employees.
- Experience with upholding policies, procedures, and regulations.
- Excellent oral and written communication skills
- Bi-lingual Spanish/English is preferred.
- Education may be substituted for work experience in a similar role.

To be considered for this position please forward resume and salary requirements to bookkeeping@stjeromehou.org.