

Business and Facilities Manager

Holy Rosary Catholic Church

3601 Milam Street
Houston, Texas 77002

Summary

Holy Rosary Catholic Church currently seeks a Business and Facilities Manager to be responsible for the effective and efficient management of parish facilities, infrastructure, human resources, adherence to Archdiocesan policy and parish handbook, and general employee and office management. The Business and Facility Manager has overall responsibility for the systems and processes that enable the Parish to operate efficiently with fiscal due diligence in line with the Parish strategic plan and in service of the Parish mission and vision. The Business and Facility Manager will have a collaborative style of leadership and will be required to interface regularly with clergy, departments, volunteers, and vendors, to enable the efficient execution of Parish activities. This is a full-time (not less than 40 hours per week), 12-month, benefits eligible position. The Business and Facilities Manager for Holy Rosary is required to be a practicing Catholic in good standing with the Church.

Knowledge Skills and Ability

Applicants must have excellent knowledge of Accounting and Business Operations, ability to coordinate the annual parish administration budget, review and analyze the financial reports to advise the Pastor and Parish Finance Council, implement Archdiocesan internal controls, oversee the timely generation of monthly, annual and interim financial statements and reports for review by the Pastor and Finance Council, ensure capital assets are properly accounted for and inventoried regularly, oversee all banking activities and ensure reconciliations are prepared and others in accordance with parish guidelines, analyze costs of operations, and assist the Pastor in understanding the impact of expense and financial decisions.

The knowledge and ability to provide preventive and ongoing maintenance of all parish assets, (both interior and exterior assessment), prioritization and planning capital asset repair needs including facility improvements, soliciting and securing competitive bids/quotes for Pastor's approval, ensure crisis management planning and preparedness for the Parish, coordinate scheduling process for facilities use, responsible for facilities security including interface with regulatory bodies to maintain appropriate certification, and able to assist in the maintenance of the IT system infrastructure to support parish needs collaborating with IT staff and vendors to pursue mission-driven strategic growth, and serve as parish liaison to the Building & Grounds Committee (or equivalent).

Education

Minimum education requires a BS Degree in Finance, Accounting, or equivalent, with at least 5-8 years of proven experience as a Business or Finance Manager with Project Management experience.

Suitable candidates may submit a cover letter, resume, and minimum salary requirements* via email to frjosephpaul@holyroaryparish.org with **Holy Rosary Business and Facility Manager on the subject line.**

**Applicants who do not include minimum salary requirement may not be considered for further review.*