

Parish Administrator

St. Justin Martyr Catholic Church

Overall Responsibility: To advise the pastor in all matters of financial status; all administrative personnel and their status; maintenance and custodial personnel; maintains good relations with all department heads providing support and guidance in budgeting; and collaborates with members of the Finance Council and Pastoral Council.

Key Areas of Responsibility: Responsible for the day-to-day operations of the parish, including the upkeep of the properties (buildings and structures, grounds, green spaces, and paved areas) including improvements, repairs, bidding process for maintenance and machinery. Contracts for the office equipment including computers, copiers, telephones, and fax machine. Responsible for purchase of supplies related to maintenance, janitorial, improvements and repairs, overall cleanliness and good repair of all parish property, its use and rental. Responsible for maintaining security systems. Establishing and enforcing all personnel procedures. Contracts for law enforcement officers for traffic flow. Establishes policies and procedures for operation of all facilities. Prepares annual budget and administers the disbursement of all funds. Supervises all employee timecards, approves and submits for payroll. Maintains liaison with all parish groups using the facilities; directs Disaster Preparedness drills and responses as necessary. Performs additional duties as assigned by the pastor.

Consults With: Pastor, members of Finance Council and Pastoral Council, office employees, and Archdiocesan personnel.

Terms of Employment: 40 hours per week, Monday through Friday 8:00 a.m. to 4:00 p.m.

Qualifications:

- 1) Practicing Catholic Preferred.
- 2) Qualified candidate will have a Bachelor's Degree in Business or Management (or equivalency) and at least 2 years of management experience.
- 3) Must be familiar with accounting principles and have knowledge of financial systems.
- 4) Have strong analytical and problem – solving skills.
- 5) Excellent computer skills, knowledge of Microsoft office is required.
- 6) Ability to prioritize multiple requests and to maintain confidentiality is essential.
- 7) Excellent oral and written communication skills
- 8) Excellent customer service and interpersonal skills.
- 9) Ability to write reports, business correspondence and procedures.
- 10) Ability to effectively give presentations to large audiences and respond to questions from bookkeeper and business administrators, pastors, and Archdiocese management regarding accounting principles and best practices.
- 11) Bi-lingual/ multi-lingual a plus, not required.

Interested candidates encouraged to send resume and cover letter to KRachal@sjmtx.com