

Business Manager

Sacred Heart Catholic Church- Conroe

704 Old Montgomery Rd Conroe, TX 77301

Summary:

Sacred Heart Catholic Church, a vibrant and growing faith community in Conroe, TX, is seeking a Business Manager to oversee and supervise the staff and assist in the administration of the parish.

RESPONSIBILITIES AND TASKS:

Stewardship

- Establish, implement and update an annual stewardship plan with the pastor and the Stewardship Council to include education, awareness, and annual commitment of time, talent, and treasure.
- Works with members of the Parish Leadership Team to assure a stewardship component is ongoing.
- Oversee maintenance of an active pool of prospective benefactors who can financially support the parish.
- Oversees and supervises all development campaigns, including Giving Tuesday annually.

Finance

- Responsible for overseeing and supervising the accounting function of the Parish and ascertains that the employees responsible for maintaining the financial records understand the Parish accounting system.
- Oversees the timely preparation of the parish and Archdiocese monthly and year-to-date financial reports.
- Staff liaison for Finance Council on plant budget preparation and monitoring
- Responsible for ensuring the maintenance of and confidentiality of financial records
- Develops and monitors a strong system of internal processes and controls for Parish and ancillary receipts, disbursements and other financial accounts in accordance with the Archdiocesan Internal Controls Manual, federal, state and local regulations and in accord with the parish's financial reporting rhythm.
- Acts as the primary liaison to Sacred Heart Catholic School for coordination of financial activities that affect the parish
- Ensures monitoring all bank and investment accounts; ensures they are routinely reconciled, funded and audited.
- Verifies the cash flow to ensure sufficient funds are available for payments, payroll, and other parish expenses and ensure surplus funds are in DSL accounts

Human Resources

- Assists with guiding employees through various human resource processes, Salary administration, employee development, answering any questions they may have about policies.
- Assist with administering benefits and handling any problems or questions. The position also has an active role in ensuring all human resource functions are complying with local, state and federal regulations.
- Consulting with the employer and identifying employment needs

- Interviewing potential applicants regarding their skills, experience and education
- Contacting references and performing background checks on applicants
- Informing applicants about position details, including working conditions, benefits and duties
- Hiring or referring qualified applicants for the employer
- Conducting or helping with new employee orientation
- Keeping process paperwork and employment records

Additional Responsibilities

- Member of Parish Leadership Team
- Ensures best practices for risk management are in place including contract review and vendor insurance approval for the parish
- Oversee Disaster Planning
- Staff Liaison to Parish Pastoral Council & Parish Finance Council
- Assisting with the planning of major projects in facilities.
- Liaison between contractors and Archdioceses, ensuring contracts and Certificate of Insurance meet Archdiocesan requirements.
- Overseeing gift shop personnel and ensuring policies and procedures are followed.

KNOWLEDGE, SKILLS & ABILITIES:

- Demonstrated understanding of the vital relationship between mission and the stewardship of resources and be able to communicate this message effectively.
- Demonstrated experience with fiscal planning and management, general accounting, payroll and financial analysis in a non-profit environment
- Ability to use various computer software programs (including Microsoft Office Suite), and databases, and ability to learn custom church software necessary
- Experience leading staff and volunteers
- Must have a collaborative work style and the ability to partner with all levels of the organization.
- Excellent public relations and interpersonal skills, including ease and skill in cultivating relationships with people of diverse backgrounds, ages, and circumstances.
- Excellent communication skills and presentation skills with ability to persuade in speech and in writing.
- Understanding of the needs and interests of major gift donors in order to cultivate relationships and to think creatively and strategically about engagement of donors.
- Ability to balance an individual's right to privacy with the needs of the organization to collect, analyze, record, maintain, use, and disseminate information.

QUALIFICATIONS:

The Business Manager must be dependable, highly organized and able to work independently. This position requires that the employee have an attention to detail, the ability to maintain confidentiality and meet deadlines. The successful candidate should have a bachelor's degree in Finance, Business Management or Marketing with at least 10 years' experience in these or similar fields. A Master's in Business Administration is desirable. Prior experience working in a parish or school setting is strongly preferred, as is knowledge of the Catholic Church.

Please submit cover letter and resume to Father Nicolas, fnicolas@shconroe.org.