



Business Manager

Status: Full-time (30-40 hrs), exempt

Most Holy Trinity Catholic Church in Angleton, Texas is seeking an individual who will handle parish day to day business administration for our parish as the Business Manager. They will work under the direction of the Pastor and assist him with the stewardship of the finances of the parish, in accordance with Archdiocesan Internal Controls and Policies and guidelines. The Parish Business Manager assists the Pastor with the organization and management of the staff ensuring a healthy workplace culture in the office. The Business manager also manages the parishes resources, ensuring that the business and finance needs of the parish are sustained. The Parish Business Manager of Most Holy Trinity Catholic Church must understand and respect the mission and vision of the parish which is to offer every single person a life-changing encounter with Jesus Christ that leads to discipleship and mission.

RESPONSIBILITIES

- **Administrative** - Direct and coordinate parish business operations and daily office procedures; provide assistance with organizational effectiveness and efficiency; Report to Pastor any major maintenance required and make recommendations for actions to be taken; Work with staff and volunteer to develop and implement parish emergency and local risk management procedures and policies; Work with staff and maintenance personnel to establish and maintain an accurate inventory of all equipment (furniture, fixtures, office equipment, etc.); Manage and create a healthy culture of teamwork within the staff.
- **Business Admin** - Prepares, recommends and assist with the development & administration of annual Parish Budget, in collaboration with the Finance Council; Oversees processing of payroll in compliance with Archdiocesan policies and with federal and state regulations; Inputs deposits; & Reconciling bank statements. Assists the pastor in financial stewardship and long-range planning efforts; Negotiates contracts with suppliers and construction firms. Supervises and oversees the administration of the Live Oak Café ministry in collaboration with the Director of Evangelization and Catechesis.
- **Accounting** – Records weekly the Sunday collection deposits, weekday deposits, and online giving deposits of parish revenue from all sources in ParishSoft accounting; Maintains an accurate filing and record keeping and reporting system of parish financial matters; Ensures that timely reconciliation of all accounts is performed; Trains and Coordinates money counter teams, but does not participate in counting the money.
- **Supervising** - Supervising all administrative personnel (bookkeeper, receptionist, maintenance and janitorial staff); Oversees ongoing checks and balance for parish accounting and banking procedures, daily cash flow, income & expense accounts & major fundraising events; Ensures that proper internal controls pertaining to the safeguarding of assets are in place and followed; Directs the operation of the business office and maintains the separation of duties while supervising the Bookkeeper who will prepare monthly, quarterly and year-end financial reports;
- **Human Resources** - Assist Pastor and Human Resources of the Archdiocese on personnel matters; Assist Pastor with development and updating of an Employee Handbook which includes personnel policies and procedures detailing rules, duties, functions, privileges, etc. of all personnel for efficient day to day parish operations; Maintain employee personnel files, job descriptions & other documentation records; Coordinate with maintenance personnel and volunteers to maintain all church property in good condition;
- **Other duties** as requested by the pastor.

QUALIFICATIONS

- **Education & Experience** - Bachelor's Degree in Business Administration with 9 hours of accounting required. Master's level degree preferred; Minimum five years' experience in an administrative position preferably as a business manager at a Catholic Parish; Experience managing multiple employees; Experience with upholding policies procedures, handbooks and regulations; Experience handling general liability and insurance matters.
- **Skills & Abilities** - Demonstrated familiarity with accounting principles and financial management policies and procedures; Requires analytical ability necessary to handle complex accounting and finance work. Must have the ability to develop and maintain positive relationships with employees at all levels; Ability to face situations firmly, courteously, tactfully, and with respect for the rights of others; Requires a high level of computer expertise in Microsoft Office products, including Word, Excel, PowerPoint, and Outlook; Must be flexible, innovative in a fast paced, time-critical environment and the ability to work independently; Must be able to organize and prioritize work, be proactive, take initiative, resolve complex problems, follow through, and simultaneously manage multiple priorities; Ability to exercises considerable independence and judgment with a high level of confidentiality.

If you are interested please submit a cover letter and resume via email to Fr. Khoi Le - kle@mhtangleton.org.