

**Parish Business Manager
St. Edward Catholic Church
2601 Spring-Stuebner Road
Spring, TX 77389**

Summary

St. Edward Catholic Church currently seeks a Parish Business Manager to be responsible for the effective and efficient management of parish facilities, infrastructure, financial oversight, budgeting and planning, human resources, information technology systems, communications, adherence to Archdiocesan policies and parish guidelines, and general employee and staff management. The Business Manager has overall responsibility for the systems and processes that enable the Parish to operate efficiently and with fiscal due diligence in line with Parish strategic plan and in service of the Parish mission and vision. The Business Manager will have a collaborative style of leadership and will be required to interface regularly with clergy, all departments, volunteers, Parish school, vendors, and parishioners, to enable the efficient execution of Parish activities. This is a full-time (not less than 40 hours per week), benefits eligible position.

The Business Manager is required to be a practicing Catholic in good standing with the Church.

Skills, Knowledge, and Ability

Applicants must have excellent knowledge of Accounting and Business Operations, ability to coordinate the annual parish administrative budget, review and analyze financial reports to advise the Pastor and Parish Finance Council, ensure capital assets are properly accounted for and safeguarded, oversee all banking activities, including financial technologies, and ensure reconciliations are prepared in accordance with Archdiocesan policies, analyze cost of operations, and assist the Pastor in understanding the impact of expense and financial decisions.

Applicants must have the knowledge and ability to provide preventative and ongoing maintenance of all parish assets, prioritization and planning of capital asset repair needs including facility improvements, soliciting and securing competitive bids/quotes for Pastor's approval, evaluate and update crisis management plans and preparedness for the Parish, coordinate scheduling process for facilities use, responsible for (campus) facilities security including interface with regulatory bodies to maintain appropriate certification, and assist in the maintenance of the IT system infrastructure to support parish needs and collaborating with IT staff and vendors to pursue the mission-driven strategic growth, and serve as parish liaison to the St. Edward School and various parish councils and committees as directed by the Pastor.

Applicants must have excellent critical thinking skills and ability independently work through complex issues and apply good judgement while maintaining the appropriate level of confidentiality. The Applicants must have experience leading and managing multiple people and associated full cycle human resources requirements.

Education

Minimum education requires a Bachelor Degree Accounting, Finance, Business Management or equivalent, with at least 8 years of proven experience as a Business or Finance Manager with Project Management and/or Operations Management experience a plus.

Suitable candidates may submit a cover letter, resume, and minimum salary requirement* to parishsupport@saintedward.org with St. Edward Catholic Church Business Manager on the subject line.

*Applicants who do not include minimum salary requirement may not receive further review.