

St. Vincent de Paul Catholic Church - Business Manager

Houston, Texas

Works under the direction of the Pastor, assisting in all aspects of stewardship. Must value the responsible management of parish resources. Strives to sustain and improve, through technology, collaboration, and empowerment of others, the parish's business, financial position, and utilization of staff and volunteers. Must understand and respect the mission and vision the Pastor has set for the church by projecting a faith filled presence with knowledge of the Catholic Faith and in support its social teachings.

Major Areas of Responsibility:

- **Relational Ministry**
 - Collaborates with the Pastor and staff to implement the mission of the Parish while following all regulations.
 - Serves as liaison to Diocesan Business, Finance, Legal, Risk Management, and Human Resource offices.
 - Serves as one of the contacts for salespersons, vendors, and other civic and community groups.
- **Financial Management**
 - Assures the preparation of the annual parish budget, monitors parish activities in relation to budget.
 - Assures accurate and confidential financial record keeping with accounting controls in compliance with Diocesan internal controls and policies and St. Vincent de Paul parish guidelines.
 - Oversees preparation of financial reports for Pastor and Finance Council, annual financial report to parishioners, annual parishioner giving statements, and major fundraising events and campaigns.
 - Management of parish database, evaluation of new software, negotiation of banking relationships.
 - Assists Pastor in preparing Finance Council agendas and implements Council decisions as Pastor approves.
- **Human Resources**
 - Oversees development and implementation of personnel policies for the parish, consistent with Diocesan personnel guidelines, including hiring and termination procedures, and preparation of job descriptions.
 - Maintains confidential personnel records for staff. Reviews and approves payroll.
 - Supervises: Receptionists, Accounting Manager, Facilities Manager, Development Coordinator, and Data Analyst by recruiting, hiring, motivating, supporting, and evaluating these positions.
 - Collaborates with staff to develop work plans, goals, and objectives. Monitors and evaluates outcomes.
- **Plant and Facilities Monitoring**
 - Monitors the management of parish facilities and plan management performed by Facilities Manager.
 - Fiscal management of capital improvements and projects.
 - Participates in vendor selection process for major improvements.
 - Collaborates with Facilities Manager for compliance with Parish facilities policies and procedures.
 - Ensures ongoing Parish inventory of all durable and consumable goods.

Education and Experience:

- Bachelor's degree in business (accounting or finance) is ideal. Master's degree preferred.
- Solid foundation in software technology, data analysis, accounting principles, fiscal management.
- Ten years in administrative management, preferably with two or more years in a Catholic Parish.

Specific Knowledge, Skills and Abilities Required:

- Software technology selection, migration, and implantation expertise. Microsoft Office, particularly Excel, skills.
- Ability to develop and maintain positive relationships that encourage collaboration.
- Effective communication skills, including ability to produce clear, concise reports and recommendations.
- Considerable independence and judgment, with ability to make decisions and maintain confidentiality.
- Must proactively resolve complex problems, follow through, and manage multiple priorities.
- Ability to face situations firmly, tactfully, and with respect for the rights of others.
- Ability to motivate and empower staff to perform work at an elevated level of accuracy and diligence.

Physical Requirements:

Stand; walk; sit; use hands to operate a computer and handle office items/equipment; reach with hands and arms; talk, hear, and see. Occasionally lift up to ten pounds. All with reasonable accommodation per ADA guidelines.

This job description should not be construed to imply that these requirements are exclusive standards of the position. Incumbent will follow other instructions and perform other duties as required by the Pastor. ***Please submit your expression of interest with a cover letter and resume to Msgr. William Young (msgrbill@svdp-edu.org) with a copy to Kathy Tedore (ktedore@svdp-edu.org) via email.***