



St. Mary Magdalene Catholic Church
527 South Houston Avenue
Humble, TX 77338
281-446-8211



Business Manager Employment Opportunity:

St. Mary Magdalene is seeking a full-time Business Manager who will serve as a steward of the financial, personnel, and physical resources of the parish. He/she is responsible for the business operations, financial planning and management of the parish. He/she serves as a staff resource in support of the pastor and manages these efforts with the understanding of the vision and mission of St. Mary Magdalene.

The Business Manager ensures that parish assets are used efficiently and effectively in serving the needs of the parish. He/she shall carry out his/her responsibilities in a manner that reflects the teachings of the Roman Catholic Church.

Primary Duties and Responsibilities include, but are not limited to:

- Maintains an accurate filing and recordkeeping and reporting system for all parish revenue, expenses, and financial matters.
- Administers a cash flow management system with purchasing and payment schedules clearly defined. Assures that expenditures are in line with parish weekly budget.
- Prepares, administers, and reviews the budget process in collaboration with department heads and presents the budget to Finance Council and Pastor for review and approval.
- Interviews, trains, supervises, motivates, and develops Business Office staff and manages their schedules and workflow.
- Serve as the parish contact for business operations with financial institutions and the archdiocesan office.
- Provide financial reports to the pastor, finance council and the parish on regular basis.
- Assists in the planning of financial stewardship and long-range planning efforts.
- Collaborate with the Facility Manager and the Pastor in negotiating, coordinating, managing, maintaining and terminating vendor contracts and files.
- Administers the parish staff salary, benefits and policies in collaboration with the pastor. Also maintains personnel files for completeness of all required documentation.

Qualifications:

- A minimum of a Bachelor's degree in accounting, finance, business administration or a related field
- A minimum of four years of related business experience.
- Working knowledge of forecasting and financial report, with data collection, analysis, and evaluation skills.
- Demonstrated leadership and effective interpersonal communication skills
- Ability to prioritize work assignments for self and others.
- Flexibility to adjust to changes in schedules, routines and job assignments.
- Knowledge and understanding of the Catholic Church and its mission required.
- Commitment to excellence and high standards.



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- Demonstrated high level of proficiency in MS Office Suites (Word, Excel, and PowerPoint) and accounting software required.

Kindly send resume and references with cover letter to pastor@st-mm.com by November 21, 2018.