

**Queen of Heaven Catholic Church  
5311 Phoenix Avenue NE, Albuquerque NM 87110**

## **MINISTRY SPECIFICATIONS**

Position Title	<b>BUSINESS MANAGER</b>		
Employment Status	Full-time	40/hours/week	Non-exempt
Reports to	Pastor		
Oversees	All full & part-time employees		

## **MINISTRY SUMMARY**

The Business Manager is a key member of the parish staff and it is through the efforts of this individual that a wide variety of tasks and activities are accomplished in an efficient, collaborative and orderly manner. The Business Manager's primary function is direct support of the parish Pastor. Additionally, the Business Manager is a steward of the physical, financial and personnel resources of the parish and enables the other ministries to function effectively.

## **MINISTRY DUTIES AND RESPONSIBILITIES**

### *Ongoing Development*

- Cultivates an active prayer life through participation in the Archdiocesan religious life
- Pursues continuing education through workshops and in-service opportunities
- Strives to maintain spiritual, emotional, and physical health

### *Collaboration*

- Regularly attend and participate in scheduled staff meetings, council & committee meetings, and retreats
- Collaborates with the Pastor and other members of the Parish staff in the overall pastoral ministry of the parish

### *Facilities Management*

- Directs personnel responsible for maintenance of all parish facilities
- Arranges for major repairs and renovations
- Ensures upkeep of the grounds is completed in a timely manner
- Acts as liaison to the Archdiocesan insurance agency
- Oversees security systems

### *Financial Responsibilities*

- Ensures the accuracy of all financial files and records and maintains a responsible cash flow management system
- Prepares, administers and reviews budgets in collaboration with the Pastor and the Finance Council
- Acts as a liaison between the parish and the Archdiocese on financial matters
- Administers the purchasing system
- Develops new revenue streams through the activities of various ministries
- Coordinates and reviews the funds of organizations within the parish
- Oversees tabulation and deposit of all funds collected

### *Collaborates with the Pastor in personnel management*

- Implements personnel policies, develops hiring and termination procedures, and ensures job descriptions are current for all staff positions
- Manages payment of salaries and benefits through the bookkeeper
- Directs the management of the parish office
- Ensures purchasing procedures are consistent with best financial practices and Archdiocesan policies

### *Communication and Information Systems*

- Ensures timely preparation of the weekly bulletin
- Ensures new advertisers are contacted as opportunities arise
- Ensures maintenance of the parish census

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- Periodically surveys parishioners to ensure services provided are consistent with their needs
- Oversees the operation of computer systems and equipment with the assistance of outside resources
- Oversees the management of parish financial records maintained by the bookkeeper

Performs such other duties as directed by the Pastor

**GENERAL**

Salary is commensurate with experience

No relocation reimbursement is available for this position

Queen of Heaven Parish has an opening for a full-time Business Manager. This individual reports to the Pastor and is responsible for the day-to-day management of the physical, financial and personnel resources of the parish. Applicants for this position should have knowledge of facilities management practices, control of parish finances and budgets, and management of the parish staff including, but not limited to, office personnel, The Director of Religious Education and maintenance and custodial staff members. The Business Manager is also expected to work with internal and external resources for the maintenance and upkeep of information and communication systems. Additionally, the Business Manager is responsible for establishing and maintaining a collaborative, supportive relationship with the Board of Chesterton Academy, a resident Catholic school.

Applicants for this position must hold a Bachelor's Degree from an accredited university and should have at least 10 years previous management experience. The position provides various benefits including health insurance, 401K, and PTO.

Interested candidates should send a current resume to the following email address:  
[qhbusinessmgr@qofhabq.com](mailto:qhbusinessmgr@qofhabq.com).