

Business Manager  
Regina Caeli Parish  
8121 Breen Dr.  
Houston, TX 77064

### **Job Summary**

Regina Caeli Parish seeks a Business Manager who is highly organized, thinks critically, can prioritize tasks to meet parish expectations. This position reports to the Pastor and requires regular interface with clergy, the facilities department, volunteers, vendors, parishioners and Chancery to enable the efficient execution of parish activities. The ability to work independently through complex issues and communicate effectively in English, both written and oral, are essential aspects. The Business Manager has the overall responsibility for the parish systems and processes, including Chancery reporting, financial, accounting, and regulatory functions, collections and related donation acknowledgements, communications, coordination with volunteer groups, adherence to Archdiocesan policies, and general staff management. In addition, the Business Manager has primary responsibility for the accounting and reporting of campaign funds and construction costs, including grant applications and fulfillment, review and monitoring of pledges, and pledge statement generation. This is a full-time, in office, benefits eligible position.

### **Essential Duties and Abilities Required**

Applicants must have excellent knowledge of business operations and accounting, including the ability to take on Accountant responsibilities when necessary; review and analyze financial statements and operating results preparatory to Pastor and Finance Council meetings; initiate the budget process and coordinate its completion, and oversee cash flow and banking activities. Duties also include, but are not limited to, supervising and directing staff, review of payroll processing and account reconciliations, review of bulletin, website and parish-wide communications, proficiency in Microsoft Office, and other functions as they arise.

Applicants must be both task-oriented and mindful of the "big picture", have the ability to prioritize office functions, gather reliable and pertinent information for the Pastor to make informed decisions, exercise good judgement and discretion, maintain confidentiality, motivate staff, understand authority lines and redirect inquiries and duties, as appropriate.

### **Education**

Bachelor's Degree in Accounting or equivalent with 3-5 years of experience.

### **Physical Demands/Work Environment**

General office environment. Frequently required to sit, stand, talk, hear, walk, use hand to finger and reach with hand and arms. Must occasionally lift and/or move up to 20 pounds.

Please email a cover letter, resume, and salary requirement to [resume@reginacaeliparish.org](mailto:resume@reginacaeliparish.org).