

# **Business Manager**

## **Epiphany of the Lord Catholic Church**

Katy, Texas

### **Summary:**

Seeking for an organized leader with management and accounting experience to assist the Pastor with overseeing the administrative duties and operations of the parish within the Archdiocese of Galveston-Houston in Katy. Salary commensurate with experience.

### **Requirements:**

- College degree in Accounting/Finance or similar field
- A minimum of five years of experience working in accounting and/or management.
- Understanding Financial Reporting and Internal Controls.
- Computer skills including Microsoft office.
- Parish Soft Accounting, Family, Giving Online software experience (preferred).
- Must have the ability to develop and maintain positive relationships with employees at all levels.
- Ability to face situations firmly, courteously, tactfully, and with respect for the rights of others.
- Ability to maintain confidentiality

### **Responsibilities Include:**

- Properly maintain parish accounts and funds in accordance with Archdiocesan Catholic Parishes policies and procedures.
- Ensure all financials are properly reconciled on a timely basis.
- Run ADP payroll every two weeks, worker comp. report monthly and track PTO for all staff.
- Reconcile financial records and budget, run weekly collections reports (actual vs. budget)
- Facilitate and track financial obligations, run cash balance report for pastor each week.
- Monthly review of Statement of Activities of all depts and ministries and follow up with leaders as needed.
- Oversee AP processing - approve PO, invoices, monitoring funding sources, and payment timeliness
- Active participation and supporting pastor and teams for developing parish's capital campaigns
- Work to negotiate and obtain favorable pricing and terms with vendors.
- Supervise personnel to ensure proper training and performance.
- Develop and assist Pastor in annual fiscal year budgeting and monthly forecasting
- In the Fall Assist Pastor with the preparation of Annual Life Parish Report
- Participate in Finance Council meetings, calls with banks, vendors, leadership teams, staff meetings
- Follow the AGH background check and ADP process for new hires
- Attend Archdiocese meetings (PAS and DSF).
- Responsible for annual contribution letters.

### **Work Environment and Requirements:**

- Full Time with benefits, no less than 40 hours per week
- Some evening and weekend work will be required to attend quarterly financial meetings and periodic capital campaign.

Please send resume to Christian Cuellar at [ccuellar@epiphanycatholic.org](mailto:ccuellar@epiphanycatholic.org)