

Parish / School Business Manager

St. Ambrose Catholic Church

Houston, TX

Summary:

St. Ambrose Catholic Church is seeking an administrator in support of the Pastor's responsibilities to the parish and the Principal's responsibilities to the school and is responsible for the overall operation of a very active parish and school within the Archdiocese of Galveston-Houston. This is a full-time position eligible for benefits. Candidates must be living in full sacramental communion with the Catholic Church.

Essential Duties and Responsibilities:

- Oversees Maintenance, Accounting, Ministries, IT, Communications, and Hospitality.
- Analyzes and makes recommendations pertaining to all financial decisions and questions facing the parish and school.
- Supervises all major renovations and repairs.
- Establishes and administers contracts and agreements, with the Pastor's approval (and Principal's approval, as applicable).
- Directs or provides input into parish / school stewardship, development, and fundraising initiatives.
- Manages custodial and maintenance functions.
- Maintains collaborative working relationship between the Chancery Office, Pastoral Council, Parish Finance Council, School Advisory Board, and the parish and school communities.
- Attends archdiocesan administration meetings representing the parish / school and the Pastor / Principal. Distributes information obtained at these meetings to parish / school personnel, as applicable.
- Manages the parish calendar.
- Participates in Pastoral Council, Finance Council, and School Advisory Board meetings.
- Develops and creates a strong volunteer base and welcome program for visitors.
- Monitors the collection, counting, recording, and depositing of parish and school revenue from all sources.
- Works to negotiate and obtain favorable pricing and terms with vendors.
- Collaborates with the Pastor, Principal, and Bookkeepers in producing the parish and school budgets.
- Develops financial forecasts for long-range planning efforts.
- Coordinates matters related to the parish casualty, property, and workers' compensation insurance with the archdiocesan risk management team.
- Ensures requirements for internal controls are adhered to.

- Coordinates and prepares parish response to liability and legal concerns, in cooperation with the Pastor, Principal, and archdiocesan offices, as applicable.
- Oversees the management of the operational and financial records of the parish and the school.
- Ensures that the use of parish and school facilities by various groups complies with all applicable policies.
- Establishes and monitors preventative maintenance programs for all properties, vehicles, and equipment.
- Ensures that all parish and school archival material is properly stored and, when necessary, purged in compliance with archdiocesan policies.
- Coordinates security measures to protect staff and volunteers including handling after hours support for security, alarms, and all personnel on the campus site.
- Provides professional training and support to parish and school staff for optimal performance.
- Conducts an annual performance review for staff.
- Reviews parish and school staff needs and makes appropriate recommendations.
- Updates job descriptions for all staff as required.
- In collaboration with the Pastor / Principal, establishes and implements personnel policies.
- Administers archdiocesan / parish salary and benefit policies.
- Performs additional projects as required by the Pastor.

Qualifications:

- Candidates must be active in the Catholic faith and committed to function in a manner consistent with the mission of the Catholic Church.
- Candidates must have at least a bachelor's degree in accounting, finance, business administration, or equivalent professional experience.
- Candidates must have three or more years of successful supervisory experience.
- Candidates must have excellent interpersonal skills and a high degree of professionalism, including in sometimes stressful or challenging situations.
- Candidates must be able to multi-task and work independently.
- Candidates must be critical thinkers with the ability to provide an analytical approach to managing the parish and school.
- Candidates must have the ability to maintain confidentiality.
- Candidates must possess strong written and oral communication skills.
- The working hours of this position are not limited to an 8-hour day. Candidates must be available in the evening and during weekends, as needed.
- Bilingual – English and Spanish (preferred)

Suitable candidates may email a [cover letter, resume, including salary requirements to frhieu@stambrosehouston.org](mailto:frhieu@stambrosehouston.org) with Parish / School Business Manager in the subject line.