

**Parish Business Manager
Mary Queen Catholic Church
Friendswood, TX**

SUMMARY:

The Parish Business Manager works under the direction of the Pastor and assists him with the stewardship of the finances of the parish.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include but are not limited to the following.

- Assist the pastor in management of all parish programs
- Provide leadership and management/supervision of all office, clerical, and administrative staff
- Manage the financial resources of the church
- Oversee the human resource processes for the church

EDUCATION AND EXPERIENCE:

- Bachelor's degree in business administration. Master's level degree preferred; Will consider other degrees with applicable industry/church experience
- Demonstrated familiarity with accounting principles and financial management policies and procedures
- Minimum five years' experience in an administrative position preferably as a business manager at a Catholic Parish
- Experience leading and managing multiple employees
- Experience with upholding policies, procedures and regulations
- Experience handling general liability and insurance matters

Qualified candidates should submit a cover letter, resume, references and anticipated salary requirements to frthomas@maryqueenchurch.org with "Business Manager" in the subject line.