

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

DIOCESE OF MEMPHIS

CHANCERY OFFICE

5825 Shelby Oaks Road
Memphis, TN 38134-7316

Client Background

The **Roman Catholic Diocese of Memphis** is a Roman Catholic diocese in Tennessee. It was founded on June 20, 1970, when Pope Paul VI removed the counties in the state west of the Tennessee River from the Diocese of Nashville, which, prior to that time, encompassed the entire state.^[1]

The diocese is broken into two deaneries, the Memphis Deanery comprising Shelby County and the Jackson Deanery which encompassed the other 20 counties in the diocese. Currently, there are 28 parishes in the Memphis Deanery, 14 parishes and 5 missions in the Jackson Deanery.

Title: Chief Financial Officer (CFO)

Reports to: Vicar General and Moderator of the Curia

Direct reports: Finance Administration Officer

Position Summary: The CFO oversees the management, facilitation and operation of all programs and services provided by the Finance Office under authority of the Bishop and in accordance to the budget determined by the Diocesan Financial Council. These include, but are not limited to, budgeting, accounts receivable and payable, bank relationships, relationship with investment advisors, and contact point for a variety of day to day operational issues for all parishes and other affiliated entities. The CFO works closely with the Finance Council.

Job Standards:

- Work closely with Vicar General and Moderator of the Curia, and COO • Act as financial advisor to the Bishop.
- Analyze and make recommendations pertaining to all major financial decisions and questions facing the diocese and its parishes and other affiliated entities.
- Work with the diocesan finance council (DFC), committees of the DFC and other related consultative bodies established by the bishop and Canon Law.
- Implement and evaluate financial policies and practices of the diocese to ensure that financial goals and objectives are met in accordance with canon law, policies established by the diocesan bishop, and government regulations.
- Direct preparation of monthly, quarterly, and annual financial statements for diocesan administrative offices, diocesan management, diocesan finance council, and appropriate external organizations.

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- Oversee the planning and completion of the diocesan annual audit process in accordance with generally accepted accounting practices.
- Engage and interact with diocesan legal counsel, as necessary, on issues pertaining to diocesan financial and administrative compliance,
- Participates in administration of diocesan pension plans and employee health plan.
- Oversee planning and completion of the diocesan budget.
- Coordinate communications and compliance with the IRS and other regulatory agencies.
- Participates in the administration of risk management to include property, liability, and casualty insurance coverage.
- Oversee the administrative and operational functions of the Finance Office while delegating duties and maintaining a formal means of accountability for all staff.
- Provide oversight and guidance to Finance Office staff in setting and prioritizing objectives.
- Ensure that all funds are properly invested and managed; evaluate investment alternatives.
- Strategically manage banking, debt and debt capacity consistent with changes and trends in market conditions.
- Maintain a high level of contact with constituencies across the Diocese, especially with pastors and their parish staffs and finance councils.
- Maintains all information as confidential
- Other duties as assigned.

The above list reflects the general details considered necessary to describe the primary functions of the job identified, and shall not be construed as a detailed description of all of the work requirements that may be inherent in the job, or assigned by the Bishop.

Qualifications:

- Bachelor's degree in finance and /or accounting, Certified Public Accountant preferred.
- Ten years of professional experience with multiple responsibilities in leadership positions in accounting or finance.
- Demonstrates administrative and supervisory skills and an ability to work in a senior management position.
- Strong history of exceptional interpersonal skills, both with co-workers and clients.
- The ability to teach co-workers and parish staff in a patient, hospitable manner.
- Administrative leadership in a not-for-profit organization, preferably the Catholic Church, which would include working with consultative bodies, supervision, accounting, investing, borrowing, and business law,
- Advance knowledge of budgeting principles and practices (including use of spreadsheet software), accounting principles, investment, and financial reporting methodologies.
- Is a practicing Catholic in good standing and is an active steward in one's parish
- Significant meeting facilitation and/or participation are necessary.

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BENEFITS:

This position offers comprehensive benefits and retirement plan. Details available from Human Resources.

COMPENSATION: \$100K+

EXPECTED TRAVEL: minimal overnight travel

****Deadline for Application:** October 31st, 2017

For consideration please email: Paul Rohrman, SVP Paul@CatholicRecruiter.com with resume.

P.O. Box 967 • Ridgefield, CT 06877 • Tel. (203) 438-8475 • Fax (203) 438-9315
www.catholicrecruiter.com

"At once they left their nets
and followed Him."

Matt 4:20

