



CHIEF FINANCIAL OFFICER

March 1, 2019

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



CLIENT BACKGROUND

The Diocese of Detroit (www.aod.org) was established by Pope Gregory XVI in 1833, more than 100 years after French settlers built their first church here. At the time the diocese included all of Michigan, Wisconsin, Minnesota and portions of the Dakotas east of the Missouri River.

The diocese predates even the state of Michigan, which joined the Union in 1837. At that time, the boundaries of the diocese were changed to fit into Michigan's newly established borders.

St. Anne de Detroit Church was the first church built by settlers in 1701. The church served as the diocese' first cathedral from 1833 to 1848.

In 1937, Detroit was elevated to an archdiocese and His Eminence, Cardinal Edward Mooney, was named our first Archbishop. In the following decades, the region's population grew steadily, which required the expansion of many parishes under Mooney.

Today, the Archdiocese of Detroit comprises the six counties of southeast Michigan (Lapeer, Macomb, Monroe, Oakland, St. Clair and Wayne). There are about 1.3 Million Catholics in these counties in 224 parishes. There are five Catholic colleges and seminaries, 23 high schools, and 64 elementary middle schools.

In 2018, Archbishop Vigneron announced the Archdiocesan pastoral vision, "Unleash the Gospel" (<http://www.unleashthegospel.org/>), and this is the mantra which is seeded into all functions and missions in Detroit.

Functions of the Position

Overview

The Chief Financial Officer is responsible for directing the fiscal functions of the Archdiocese of Detroit in accordance with:

- Generally accepted accounting principles issued by the Financial Accounting Standards Board for not-for-profit entities
- Regulatory and advisory organizations, as appropriate
- The USCCB Diocesan Internal Controls framework
- Financial management best practices for diocesan institutions

Essential Duties and Tasks Required

The Chief Financial Officer is responsible for the following financial and administrative functions:

- Oversee day-to-day financial operations and advise the Archbishop and other diocesan leadership on financial matters and administrative matters as they relate to finance.
- Oversee all accounting and financial reporting for the Archdiocese of Detroit, delegating related tasks to Central Services staff.
- Assure that there are policies and procedures in place, fully implemented and monitored to safeguard all ecclesiastical goods belonging to the Archdiocese and to juridic persons in the Archdiocese.
- Assume the canonical office of Finance Officer and serve on the Archdiocesan Finance Council (AFC).
- Assisted by the Chancellor and in consultation with the Chair of the AFC, Archbishop and Moderator of the Curia, prepare the meeting agendas of the AFC.
- Prepare of the annual capital and operational budgets with recommendations for a balanced operational budget.
- Ensure timely, accurate, and periodic financial reporting for the Archdiocese itself and obtaining reports from all other associated entities (Central Services, Loan Deposit Program, Seminary, Cemeteries, Properties, Endowment Fund, Priest Pension Plan, Mooney Real Estate Holdings, St. Johns, Diocesan Collections, Designated Funds) and providing any other financial information requested by the Archbishop, Auxiliary Bishops and Moderator of the Curia.
- Supervise, train, and evaluate the performance of the Department of Finance and Administration staff.
- Work with the external auditors (CPA firm) in the examination of the various books and records of the Archdiocese (item 3 above).
- As the result of internal audits and reviews of the parishes, Central Service departments/offices and other Archdiocesan entities, monitor and make recommendations to parishes regarding the handling and care of ecclesiastical goods.
- Responsible for the policies, procedures, and operation of the Loan Deposit Program.

Functions of the Position (cont.)

- Responsible for overseeing the proper ordering and management of activities associated with investment of Archdiocesan ecclesiastical goods and those held in trust for juridic persons.
- Responsible for the oversight of all Archdiocesan debt and the oversight of related compliance provisions.
- Responsible for all federal and state tax filings, as well as reporting to other regulatory agencies, for the Archdiocese and to ensure that all other associated entities are in compliance.
- Responsible for the review of all insurance carried by the Archdiocese and associated entities that participate in these policies/programs (i.e. health, property, casualty, etc.). On a periodic basis insurance will be put out to bid.
- Represent the Archdiocese at the Michigan Catholic Conference of fiscal managers.
- Responsible for the communication of financial information on an as-needed basis to the parties that have need for such information: i.e. pastors (administrators) of parishes, College of Consultors, Finance Council, various other councils, etc.
- Attend meetings to present financial information on an as-needed basis.
- Responsible for the financial administration of the Catholic Services Appeal (CSA) and other major fund-raising activities.
- Assist and implement any financial requests by the Archbishop.
- Make recommendations on financial issues that impact the Archdiocese and all other entities associated with it.
- Maintain a high level of contact with constituencies across the Diocese, especially with pastors and their parish staffs and finance councils.
- Spearhead the development of strategic budget analysis and planning, including a multi-year budget.
- Engage and interact with diocesan legal counsel, as necessary, on issues pertaining to diocesan financial and administrative compliance., Also, monitor legal expenses vis-à-vis the annual budget.
- Perform additional responsibilities as assigned by the Archbishop or Moderator of the Curia.

Qualifications

- Master's degree in business administration or C.P.A. with 15 years' experience in business related area.
- Minimum five years supervisory experience. Ability to multi-task and work effectively under specific deadlines required.
- Preference for candidate familiar with the Code of Canon Law related to temporal goods.
- Understands the role that finance, and administration has in the work of the New Evangelization, principally through the vision of Archbishop Vigneron's 2017 Pastoral Letter, Unleash the Gospel.
- Must be a Catholic in good standing.
- Must be willing to take an Oath of Confidentiality and be able to maintain strict confidentiality handling highly sensitive material.
- Affinity for mission-driven, not-for-profit organizations and a commitment to serving the Catholic Church in the Detroit area. Must demonstrate understanding, respect and support for Catholic Church teaching, mission and values.
- Must have strong organizational, oral and written communication, and problem-solving skills. Analytical ability necessary.
- Must be proficient in use of accounting software, along with word processing/spread sheet programs.
- Ability to travel throughout the Archdiocese of Detroit including attending evening meetings.

Other

Working Conditions

The position is fulltime exempt. It will require occasional evening and weekend work and travel.

Salary

Salary commensurate with education and experience.

Must meet diocesan requirements

Criminal background check, credit check and certified in Safe Environment training provided by the Office for Safe Environment.

For consideration, please email resume to:

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Search managed by:

CATHOLIC RECRUITER ASSOCIATES

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