



ARCHDIOCESE  
OF ST. LOUIS



# CHIEF FINANCIAL OFFICER

October 30, 2019

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## CLIENT BACKGROUND

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The Archdiocese of St. Louis (<https://www.archstl.org>) is home to over 500,000 Catholics. The Shepherd of the Diocese, Most Reverend Robert J. Carlson ([Archbishop biography](#)) leads the faithful in 179 parishes in Eastern Missouri. In addition to providing financial guidance and support to the Chancery, the Chief Financial Officer and the finance organization supports parishes and schools in the Archdiocese. The Archdiocese seeks a talented Catholic financial executive to lead all financial accounting and reporting of the temporal assets of the Archdiocese.

## POSITION SUMMARY

**TITLE: Chief Financial Officer**

**REPORTS TO: Archbishop of St. Louis**

The position of Chief Financial Officer exists in accordance with canon law (Can. 494) and assists the Ordinary with compliance to Canon Law, Book V: The Temporal Goods of the Church. Specifically, the CFO serves as financial administrator of the Archdiocese, is appointed for a term of five years, and is responsible, under the authority of the Archbishop, to exercise careful vigilance over the administration of the goods of the Archdiocese in accordance with the plan recommended to the Archbishop by the Finance Council, and to make those payments from Archdiocesan funds which the Archbishop or his delegates have lawfully authorized.

# Duties & Responsibilities

- Reports to the Archbishop and serves as a member of the Archbishop's Ministry Team Advisors.
- Supervises the work of the following Archdiocesan offices and departments: Finance Office, Shared Accounting Services, Internal Audit Department, Office of Information Technology, Office of Central Purchasing, and Office of Building and Real Estate/Facilities.
- Oversees the development and preparation of financial studies, plans, budgets, forecasts, and analyses to assist Archdiocesan management in making financial decisions that affect the overall mission of the Archdiocese and provides background information related thereto.
- Directs, supervises, and/or reviews the processes, procedures, and internal accounting control systems implemented in the Archdiocese and its various entities. Oversees and directs the recording and safeguarding of the assets of the Archdiocese and its various entities and gives reasonable assurance that all assets and liabilities are appropriately recorded in the financial records.
- Oversees and directs the preparation of annual and periodic consolidated financial statements and, in accordance with Canon 494 §4, renders a year-end account of receipts and disbursements to the Finance Council.
- Oversees preparation, analysis, and reporting of the annual budget.
- Oversees the implementation and evaluation of financial policies and practices of the Archdiocese.
- Coordinates the work of the Archdiocesan external auditors and financial consultants.
- Is a member of the Archdiocesan Finance Council and all its committees, except the Audit Committee, is the Chief Financial Officer and a Trustee of The St. Louis Archdiocesan Fund, and attends the meetings of those entities.
- Is a member of and attends meetings of other committees, task forces, etc., as necessary to enhance the functioning of the financial affairs of the Archdiocese.
- Is an ex-officio member of the Board of Directors of Catholic Charities and any other boards as designated by the Archbishop.
- Represents the Archbishop as a Trustee of the Tilles Fund.
- Represents the Archdiocese regarding financial matters of Archdiocesan and non-Archdiocesan entities.
- Performs other tasks as directed by the Archbishop or as requested by the Finance Council.
- In accordance with Canon 1276 §1, assists the Archbishop with the administration of the temporal goods of other public juridical entities subject to his authority.
- Has a college degree in Accounting, Finance, or a related financial management field and, most preferably, is a Certified Public Accountant (CPA) and/or has an MBA degree.

# Knowledge & Experience Requirements

- Has excellent business, financial, and management skills, with a minimum of ten years executive level experience in financial management.
- Is an active member of a nationally recognized professional society.
- Is proficient in Microsoft Word, Excel, PowerPoint, and financial software systems and is willing to learn other software products used by the Archdiocese.
- Has a high level of independent thought and initiative.

## Skills & Attitudes Required for Success in Job

- Is a practicing Catholic in good standing with a high level of integrity and honesty and with a strong commitment to the mission of the Roman Catholic Church.
- Maintains complete confidentiality regarding Archdiocesan business affairs and finances.
- Has excellent writing and oral skills.
- Works well with lay-led boards and committees.
- Maintains and is willing to enhance professional and technical knowledge necessary for the position.
- Is able to build and maintain strong relationships with the Archbishop and other key pastoral/lay leaders.
- Capable of motivating and leading a diverse staff.

## Relationships Requirements

- Minimum travel required, and usually involves occasional trips to meet with parishes, offices and agencies.
- Membership in Diocesan Fiscal Management Conference is required, and attendance at annual meetings requires travel outside of the Archdiocese.

## Education

- Undergraduate degree in accounting, business administration, finance or economics; MBA would be desirable.
- Minimum of ten years of experience managing a professional financial and accounting staff as well as administrative and MIS functions; experience may have been gained as a CFO, Controller or Director of Finance with a public or private corporation or with a not-for-profit institution. Earlier career progression from a public accounting firm is desirable.

# Other

- Salary** ○ Commensurate with background, education and experience.
- Application Deadline** ○ December 15, 2019  
*(Note: We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)*

**For consideration, please email resume to:**

Brent Morton  
Vice President  
Catholic Recruiter Associates  
[Brent@CatholicRecruiter.com](mailto:Brent@CatholicRecruiter.com)

*Only those selected for an interview with the search committee will be contacted.*

Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

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