



CHIEF FINANCIAL OFFICER

August 11, 2023

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

Mission/Vision: To bring the healing, help, and hope of Jesus Christ to those in need with a compassionate, caring presence.

Catholic Charities of the Archdiocese of St. Louis (CC) will be a premier leader in community renewal and a visible catalyst for social outreach by connecting with people, parishes, and ministries committed to a meaningful communion of care to those in need across every square mile of the Archdiocese of St. Louis. CC's Core Values are Dignity, Hospitality, Service, Excellence, Compassion, and Joy.

CC, established in 1912 as a ministry of the Church, serves the eleven counties of the Archdiocese of St. Louis. CC is comprised of the Central Ministry Office and nine ministries: Cardinal Ritter Senior Services, Good Shepherd Children & Family Services, LAMP, Marygrove, Queen of Peace Center, Saint Louis Counseling, Saint Martha's, St. Francis Community Services, and St. Patrick Center.

Position Title: Chief Financial Officer

Reports To: President & Chief Executive Officer

Position Summary:

The CFO reports to the President & CEO of CC and is a member of the Senior Leadership Team (SLT). This position is responsible for stewardship and oversees all financial operations as well as the development, implementation, and execution of financial policies, procedures, and strategies. The CFO is the primary point of contact for the CC Finance Committee of the Board of Directors and provides financial oversight and direction to the ministry finance leaders.

Duties & Responsibilities:

- Partner with the other SLT members to implement an effective change strategy to enable a “Communion of Care”, with a focus on increased presence, growth in the lives we serve, and strong financial stewardship. Develop and implement strategies to ensure the financial viability of all CC entities and build adequate operating reserves to enable growth and preserve the capacity to deliver on the mission in the event of unforeseen financial shortages.
- Oversee the finance and accounting responsibilities directly managed by the ministry finance leaders, including the following:
 - Annual budgets, with input from ministry executive directors and department heads
 - Monthly P&L and cash forecasts
 - Monthly close and financial reporting and analysis, including actual/forecast versus budget, KPIs, etc.
 - Routine accounting tasks (e.g., coding/review/approval of invoices, accounting communication/coordination with Archdiocese Finance Office, etc.)
 - Cash, capital, and investment management (maximizing returns on investment)
 - Input for grant applications and special reporting (e.g., annual reports, funding organizations, external charity assessment organizations (Charity Navigator/GuideStar), etc.)
 - Interaction with external auditors in support of the annual Archdiocese financial audit
 - Annual IRS Form 990 tax returns
- Oversee the Finance and Accounting function, including the following responsibilities and activities:
 - Ensure compliance with CC Financial Policies and the Archdiocese Accounting Policies and Procedures Handbook through regular interaction with ministry executive directors and finance leaders.

- Monitor the internal control environment and collaborate with the ministries to identify/implement process and internal control improvements and cost-savings and income-generating opportunities.
- Regularly monitor the financial results and projections of the ministries, investigate negative trends, and consult/collaborate with the ministries on improvement plans.
- Function as the primary management liaison to the CC Finance Committee and actively participate in all the ministry finance committee meetings as a non-voting member.
- Function as the primary liaison to the Archdiocese Finance Office (including the CFO and Controller) regarding accounting policies and procedures, financial reporting requirements, internal control matters, financial shared services, Archdiocese fees, audit/tax requirements, internal audits, etc.
- Function as the primary CC liaison to the external auditors/third-party tax service providers (RubinBrown).
- Represent CC via active participation in the Archdiocese Audit Committee meetings.
- Partner with the CC Finance Director (and Archdiocese Accountant), to direct the finance and accounting responsibilities for the CC Central Ministry Office (CC and CC Foundation (CCF) entities), including the following unique responsibilities:
 - President & CEO support regarding budgets/forecasts, special analyses/requests, etc.
 - Organization-wide financial monitoring via KPIs, operating reserve calculations, etc.
 - Management/execution of the CCF Policies and Procedures, including the Opportunity Grant program, other grants and subsidies, and ministry lines of credit/loans
 - LAMP finance/accounting support and oversight
 - Cathedral Tower capital/operating costs accounting and analysis
- Partner with the Vice President – Operation Support (and related Archdiocese functions) to manage ministry-wide safety/security, facilities/real estate, and procurement/contract management, with a focus on collaboration, standardization, cost reduction, leveraging/maximizing technology, and improving vendor/product quality. Identify opportunities to maximize the value of current and potential future real estate holdings.
- Oversee the accounting for the CC defined benefit (pension) and 403(b) retirement plans and support Human Resources' administration of the plans. Also represent CC on the Archdiocese Retirement Plan Committee.

- Support the risk management process by collaborating with Quality (and Archdiocese Internal Audit) and providing relevant input on key financial, IT, and operational risks.
- Support compliance with CC's accreditation certification requirements.
- Provide oversight and support to the ministry finance leaders, foster employee development, and provide timely and constructive performance feedback.
- Support the CC Service Line/Centralized Services structure by leading the Finance Change Implementation Team's design, development, and implementation of centralized finance organizational and operating models.
- Special projects and other tasks, as assigned.

Knowledge & Experience:

The CFO is a seasoned and mature leader with at least ten years of broad finance experience, including senior management roles. The CFO has expertise and experience with accounting, budgeting, forecasting, internal controls, financial reporting, treasury, and risk management, preferably within a diverse, division-based entity. The CFO also has at least a general understanding of nonprofit operations and accounting.

The CFO will have the following experience and attributes:

- A minimum of a BS (preferably in Accounting or Finance); CPA and/or MBA preferred
- Demonstrable passion for the mission of CC
- Nonprofit accounting experience preferred
- Experience with internal, external, and third-party audits
- Prior senior management experience
- Mature and proactive, with experience as an effective business partner to the executive management team of a mid-to-large size organization
- Organized, flexible and able to effectively manage multiple projects/tasks
- Strong analytical skills
- Focused on identifying and implementing process improvements
- Results oriented with a history of accountability and goal achievement

Skills & Attitudes:

- An effective communicator at all levels of the organization, with strong oral and written communication skills and a willingness to share information
- A collaborative style, with experience in working in a team environment
- Integrity, compassion, and strong service mentality with a dedication to the role and mission
- Ability to rapidly change and adapt to new situations or issues that arise

- Creativity and experience with diverse funding activities that cover costs and generate operating margins
- Consultative approach in working with ministries on improvement opportunities
- Effective interaction with all coworker levels at the CC Central Ministry Office and affiliated ministries, as well as the Archdiocese of St. Louis

Incumbent's private and public positions and values must be in full agreement with those of Catholic Charities and the teachings of the Catholic Church.

Relationships:

- Reports directly to the CC President & CEO with regular interaction.
- Interact effectively with the CC Finance Committee and other CC Board members.
- Build strong, positive relationships with CC Central Ministry Office and Archdiocese of St. Louis coworkers.
- Understand and assist with the mission, operations, and goals of the nine ministries. Foster supportive relationships with the ministry executive directors and finance leaders.
- Work with external vendors and other community partners, as needed.
- Possess a special affinity for serving those who are poor and in need.

Accountability:

- Directly supervises the CC Vice President – Operation Support, CC Finance Director, and (6) ministry finance leaders.
- Indirectly supervises the finance team members reporting to the ministry finance leaders.
- ~\$7 million (total expense) budget for the Central Ministry Office and ~\$105 million for the combined CC entities

Travel: Periodic overnight/international travel.

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

Application Deadline: October 1, 2023

(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

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

Search managed by:

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