

FAIRFIELD COUNTY  
**Catholic Cemeteries**  
*of the Diocese of Bridgeport*



# FINANCE MANAGER

November 17, 2023

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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**The Roman Catholic Diocese of Bridgeport** is comprised of 82 parishes, with at least one in every town in Fairfield County, including more than 410,000 Catholics, and educates 10,000 students in 23 regional, 1 special needs, and 5 diocesan high schools. Our diocese is led by the **Most Reverend Frank Caggiano** and the Cathedral parish is St. Augustine in Bridgeport.

The Catholic Cemeteries Diocese of Bridgeport Corporation manages nine cemeteries throughout the Diocese and as of 2021 will function as an independent not for profit organization within Connecticut. **Catholic Cemeteries of the Diocese of Bridgeport** will require a professional and talented staff to manage an \$8M annual budget. We seek a finance professional to manage the business operations of this new entity and bring focus and dedication to this important mission of the Diocese of Bridgeport.

### Job Summary/Description:

The Finance Manager is responsible for all finance functions for the Cemetery organization. The Finance Manager has overall responsibility for the Fiscal Office and is tasked to manage a comprehensive financial operation. He/She creates policies which are developed consistent with Diocesan objectives in order to provide tight controls and operational efficiency in support of the ministry of the Church in the Diocese of Bridgeport. We seek an experienced finance professional who can work collaboratively with the Diocesan finance organization.

**Job Title:** Finance Manager

**Reports To:** Director, Cemeteries for the Diocese of Bridgeport

**Location:** Bridgeport, CT – Catholic Center

## Essential Duties & Responsibilities:

- Create and maintain accurate financial system within U.S. Generally Accepted Accounting Principles.
- Preparation of and review monthly financial statements, with current month and year to-date results including analysis of significant variances.
- Weekly meeting with the Director of Cemetery Operations.
- Responsible for the proper installation and continuing effectiveness of prudent internal controls governing finance office operations and industry best practices.
- Responsible for the treasury function and management of working capital.
- Responsible for the overall preparation of the annual audit and financial statement draft for external auditors.
- Responsible for annual financial budgets for operations and various programs.

## Education, Qualifications, and Experience Requirements:

- Minimum of 6 years of progressive financial experience in a not-for-profit and/or religious culture preferred.
- BA in Accounting, Business, or related field.
- Demonstrated ability in accounting, bookkeeping and ledgers.
- Demonstrated ability to communicate successfully both verbally and in writing.
- Have a working knowledge of the uses and applications of technology specific to the finance function.
- Comply with all aspects of the Diocese of Bridgeport safe environment policies, including full background examination and other information which may be required.

Salary: Commensurate with background, education, and experience.

Application Deadline: December 15, 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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