



# CHIEF FINANCIAL OFFICER

July 14, 2025

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

---

**Catholic Charities of Central Florida** (CCCF) embraces those in need with hope, transforming their lives through faith, compassion and service. CCCF is the outward manifestation of the Corporal Works of Mercy for the **Diocese of Orlando**, focusing on six core ministries of the agency including financial assistance, food assistance, health care, affordable housing, immigrants and refugees and human dignity. These ministries are guided by the seven principles of Catholic Social Teaching and actualized with the belief that each person – from the moment of conception until natural death – is made in the image and likeness of God and has dignity.

CCCF employs over 160 staff members, engages over 770 volunteers and provides these ministries to over 200,000 individuals at 34 locations across the nine counties of Central Florida served by the Diocese of Orlando. The annual operating budget is nearly \$23 million.

## Job Summary/Description:

This role stewards resources to fuel mission-driven outcomes across Central Florida. Reporting directly to the President, the Catholic Charities of Central Florida Chief Financial Officer (CFO) is a mission-focused, strategic, and process-minded leader with experience scaling an organization, leading an executive management team, and developing a performance culture among a group of diverse, talented individuals.

The CFO must be a leader who is able to help others within Catholic Charities of Central Florida (CCCF) deliver measurable, cost-effective results that make the CCCF vision a reality. The CFO is responsible for the overall financial management of Catholic Charities of Central Florida, Inc. and stewardship of fiscal resources in support of the agency's mission and goals. The CFO is a calm, mission-first leader who builds trust, clarity, and accountability.

This position oversees all financial reporting including accounting, budgeting, and financial analysis as well as the collection, analysis, and reporting of agency wide and program specific financial Performance Quality Improvement (PQI) indicators. The CFO is also responsible for all financial reporting for related programs and services including Catholic Charities of Central Florida Housing, Inc., Catholic Charities of Central Florida Community and Support Services, Inc., Catholic Charities of Central Florida HealthCare Services, Inc., Pathways to Care, Inc., Resurrection Property Management Services, Inc., and Resurrection Community Housing Development Organization, Inc.

While it is essential that the CFO develops efficient and effective systems to increase the mission effectiveness of the organization, it is also critical that those who work with him/her retain the creative spark that drives the organization's priorities within an environment of discipleship.

**The Diocese of Orlando has four core values that lay the foundation for the work performed by its employees.**

- **Authenticity**: Belief that God has called us to manifest our life of faith in our daily living.
- **Trust**: Abandonment to the will of God.
- **Courage**: By the Holy Spirit, we are inspired to proclaim and live the Word of God fearlessly and with devotion.
- **Commitment**: Individually and collectively, we serve the Lord who is committed to us.



## Essential Duties & Responsibilities:

Including but not limited to the following. Other duties may be assigned.

- Recruits, motivates, and leads a high-performance finance team whose responsibilities encompass all direct service and support ministries.
- Prepares monthly, quarterly, and annual CCCF and related entity's financial statements.
- Oversees the planning and completion of the CCCF annual audit process in conjunction with an outside auditing firm.
- Directs, supervises, and provides performance feedback and evaluations for the finance department.
- Oversees the preparation and monitoring of the annual budget; makes recommendations as to available resources and financial limitations.
- Constructs, evaluates, and implements financial policies and diocesan practices to ensure that financial goals and objectives are met in accordance with policies established by the CCCF Board of Directors and in compliance with government regulations.
- Analyzes and makes recommendations pertaining to all major financial decisions and questions facing the agency and affiliated entities.
- Coordinates payment of the financial components of employee benefits and taxes such as payroll withholding taxes, health, and retirement plans and ensures consistency with the Diocese of Orlando HR policy.
- Oversees, with the CCCF Investment Committee, the investments of the CCCF financial portfolio.
- Collaborates with the President and senior leadership team to establish and accomplish annual goals and objectives as well as strategic plans for the organization.
- Provides advice, guidance, and direction on business matters, including operational policies and procedures, new initiatives, and management of stakeholder relationships.
- Harmonizes the alignment of people, processes, policies, and assets to obtain an optimal balance between efficiency, ministry provision, and collaboration with parishes, schools, and community agencies throughout the nine counties of the Diocese of Orlando.
- Identifies and drives change initiatives that improve operations workflow and productivity.
- Provides direction and leadership toward the achievement of the organization's philosophy, mission, strategy, and its annual goals and objectives.
- Complies with all CCCF policies and procedures.
- Develops measurable Performance Quality Improvement (PQI) indicators in conjunction with CCCF leadership team members.
- Engages and interacts with legal counsel on issues pertaining to CCCF financial affairs.
- Assists in a review of all contracts, trusts, deeds, and other legal documents submitted to the Board of Directors or other administrative offices for examination.

- Engages and interacts with CCCF leadership team members to ensure financial accountability is met in the due course of their administration of agency remittances and other tangible distributions.
- Serves temporarily as CCCF executive in brief absences of the President.
- Demonstrates superb analytical skills.
- Performs other duties as assigned to meet agency needs.
- Must be able to work long hours including evenings and weekends as needed to ensure the provision of ministries.
- Must be able to travel throughout the nine counties that the Diocese of Orlando covers.

**Collaborates with:**

- CCCF Executive Team
- CCCF Senior Leadership Team
- CCCF Boards of Directors
- Diocesan leadership
- Diocesan clergy

**Supervises:**

- Senior Accountants
- Staff Accountants
- Accounting Generalist
- Payroll Officer

## Qualifications:

### Education

- A Master's Degree in Business, Public Administration, or a related field is desired.
- A Bachelor's Degree in Business, Public Administration, or a related field is required.
- Equivalent work experience in lieu of degrees may be considered.

### Experience

- At least seven years of progressively responsible experience in community services, planning, and evaluation in a community-based organization is desired along with a minimum of five years of experience in agency financial leadership roles.
- A CPA is preferred, as are skills and experience involving capital projects and acquisition financing.

## Other Skills & Abilities:

- Must have a valid Florida driver's license or obtain one within legal requirements if relocating from another state.
- Must pass Diocesan fingerprint and background checks and comply with I-9 and personal vehicle insurance requirements.
- Must be a practicing Catholic faith in good standing with a clear comprehension of Diocesan structures and an understanding of Catholic Social Teaching and its applicability to CCCF mission and ministries.
  - Church employees must conduct themselves in a manner that is consistent with and supportive of the mission and purpose of the Church.
  - Their public behavior and social media presence must not violate the faith, morals, or laws of the Church or the policies of the diocese.

**Travel:** Some travel throughout the diocese and to conferences as required.

**Salary:** Commensurate with background and experience (\$125,000-\$130,000). Comprehensive benefit program (details will be furnished to finalist candidates).

**Application Deadline:** September 15, 2025  
*(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  
Senior Vice President of Recruiting  
Catholic Recruiter Associates  
[Brent@CatholicRecruiter.com](mailto:Brent@CatholicRecruiter.com)

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

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

P.O. Box 967  
Ridgefield, CT 06877  
Phone: (203) 438-8475  
[info@catholicrecruiter.com](mailto:info@catholicrecruiter.com)  
[www.catholicrecruiter.com](http://www.catholicrecruiter.com)