

A CENTURY of  
**HOPE**  
CATHOLIC COMMUNITY SERVICES  
CATHOLIC HOUSING SERVICES



# CHIEF FINANCIAL OFFICER

July 10, 2019

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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Catholic Community Services of Western Washington (<https://ccsww.org/>) has as its stated Mission: "Rooted in Catholic Social Teaching and the Gospel imperative, Catholic Community Services and Catholic Housing Services are outreaches of the Catholic Church in Western Washington, under the leadership of the Archbishop of Seattle and the Boards of Trustees. CCS and CHS answer the Gospel call to loving and compassionate service with particular concern for the sanctity of human life from conception to natural death and the dignity of the human person. Our employees and volunteers come from many faith traditions to serve and support poor and vulnerable people through the provision of quality, integrated services and housing. Our focus is on those individuals, children, families, and communities struggling with poverty and the effects of intolerance and racism. We actively join with others to work for justice." For over 100 years, this living Gospel outreach has provided life affirming services to the marginalized population in Western Washington.

**Position Title: Chief Financial Officer**

**Reports to: President, Catholic Community Services of Western Washington**

**Direct Reports: Regional Finance Directors and Director of Accounting Operations**

# Position Purpose

**The Chief Financial Officer position fills an essential role through directing financial activities of Catholic Community Services and Catholic Housing Services of Western Washington including: financial and business planning, accounting, revenue cycle, financial systems and controls, compliance, financial analysis, budgeting, operational effectiveness, strategic positioning, forecasting and reporting. Position provides executive level oversight and direction in financial and business planning and management and accounting operations.**

**This position works closely with the President of CCSWW and the Executive Vice President/Chief of Operations on issues related to budgeting, compliance, insurance and other issues which involve both operations and finance.**

**The CFO provides regular financial reports to the CCS/CHS Finance Committee, Boards of Trustees, President and the CCS/CHS Directors' Group. The CFO staffs the CCS and CHS Audit Committees.**

**The CFO is the primary fiscal steward of the organization and provides leadership in CCS/CHS for the prudent development and use of financial resources needed to live out the mission of the organization.**

**The CCSWW CFO is an officer of the Catholic Charities Foundation.**

## Business and Financial Planning:

- Assures that appropriate and accurate financial analysis is completed on the monthly financial reports prepared by the agencies/systems. The CFO works with the President, Chief of Operations, Regional Finance Director, Director of Accounting Operations and any Agency or System Director on specific financial issues which need addressing.
- Develops, maintains and supervises the forecasting of long-range financial position for CCS/CHS including cash flow, revenues and expenditures. Evaluates financial assumptions incorporated in the financial forecasts. Also critically evaluates the financial forecast results for reasonableness and viability as a forecasting, predicting and decision-making tool.
- Performs financial analysis of major decisions which may have a large or adverse impact on the organization. Presents these to the President for consideration.
- Assures the development and implementation of sound budgeting policies and procedures within CCS/CHS. Accomplishes this task by developing budget assumptions, processes, guidelines and tools for CCS/CHS and training staff/managers in how to effectively implement these policies. Develops CCSWW Corporate Office budget for approval by the CCSWW Board of Trustees. In conjunction with the Chief of Operations, recommends approval of CCS agency/system budgets to the President.

## Treasury Group:

- Staffs the CCS/CHS Treasury whose members include the leaders of CCS/CHS determined by the President. The purpose of the Treasury Group is to review all issues which could have a major impact on the financial health/position of CCS/CHS including managing cash, investments, working capital, lines of credit, collections, disbursements, etc. Assesses the contingent liabilities/guarantees of specific projects to the net assets of the organization.
- The CFO will convene the group, develop agenda and provide necessary materials for the group to make a decision.

## Archbishop, Boards of Trustees and Archdiocese of Seattle:

- On behalf of the President of CCS/CHS, the CFO provides staff support to the Finance and Audit Committees of the Boards of Trustees. Incumbent accomplishes this by assisting the President and Finance Committees in making decisions regarding overall budgeting assumptions, allocation priorities, inputs of asset acquisitions/sales, use of assets in leveraging and other decisions as required. The CFO staffs the meetings, and in conjunction with the President and the Treasurer of the Board, sets the agenda and provides Board Resolutions and supporting documentation and information to facilitate the decision making processes of the Finance Committees.
- Assures that actions of a financial nature are consistent with the Bylaws of the organizations. This is accomplished by preparing Corporate Resolutions and Certificates of Action of the Corporate Member as required by the Bylaws.
- Staffs the Audit Committees of the Board.
- Develops and presents an annual report to the Archbishop and the Executive Committee of the Board on the financial performance of CCS and CHS.
- Partners with the CFO of the Archdiocese and other members of the Archdiocese to coordinate and collaborate on various issues and projects.

## Accounting Operations:

- Leads, manages and directs the accounting operations in CCS and CHS.
- Negotiates on behalf of CCS/CHS with all lenders for all asset acquisition financing, construction/renovation financing, and operating lines of credit.
- Assures the establishment and implementation of sound financial and accounting policies and procedures within CCS/CHS.
- Manages internal controls for the safeguarding of assets and the integrity of management reporting.
- Oversees and coordinates the annual independent audit process of CCS/CHS and related managed property audits and tax returns.

- Supervises the CCS Director of Accounting Operations and the CHS Director of Finance and Administration and meets with them on a regular basis to identify system-wide issues, solutions and implementation plans.
- Assures the development and implementation of positive and successful relationships between CCS/CHS and all of its lenders.
- Maintains and monitors all active instruments of CCS/CHS indebtedness to assure full and timely compliance with all terms and conditions of such instruments.
- Manages the cash flow of the organization and its subsidiary managed entities.
- Assures that accounting, payroll and property management software and infrastructure are operational and adequate; coordinates solutions with the IT department within CCS/CHS.
- Performs regular analysis of the Balance Sheet of CCS and CHS to assure that each organization maintains adequate liquidity to meet the current and future needs of the organization. The CFO also reviews the integrity of the accounts and notes receivable and adjusts relative to the collectability of the underlying assets. Assures the organizations' debt levels, working capital ratios and net assets maintain a financially healthy relationship to the combined budgets of the organizations.
- Provides data for the CCS and CHS Annual Report.

## Asset and Risk Management:

### Housing Development

- Participates in reviewing and analyzing all housing development projects according to the process outlined in the "Process for Approving Agency Capital Asset Acquisition and Rehabilitation." Works with the Housing Ministry Team, Community Development Center (CDC) and project champions. Prepares and presents analysis to the Treasury Group, CCSWW President, Finance Committees and Boards of Trustees regarding risk and financial impact of each project on the organization.
- Monitors and negotiates the formation and dissolution of housing partnership and joint venture activities. Manages the exit transactions with investors and lenders at the conclusion of compliance period.

### Management Protocol

- Assures the implementation of the insurance requirements which are outlined in the Management Protocol involving real estate, construction and contract requirements, etc. Incumbent also interfaces with Insurance Company Representatives and legal counsel as needed on matters involving insurance coverage.
- Reviews all new CCS contracts, leases and agreements per the CCS Management Protocol for financial and compliance viability.

## Training – Leadership, Management Training:

- Provides financial management, budgeting and other related training through the Management Skills Training Seminar.
- Assesses the training needs of management and executive staff within CCS and CHS and assures that appropriate training is provided on an ongoing basis.

## Culture and Leadership:

- Support and uphold the mission, beliefs and values of Catholic Community Services and Catholic Housing Services and knowledge of the Catholic Church and its teachings and a commitment to work within the guidelines of those teachings.
- Serves as a thought leader while collaborating with business colleagues to achieve organizational objectives.
- Builds and nurtures strong relationships in order to influence desired outcomes and achieve organizational goals.
- Builds and nurtures a culture of organizational maturation and growth—one that values continuous improvement of business processes, thereby boosting execution, effectiveness, and ability to scale to meet member expectations
- Creates a climate in which staff are encouraged to learn new skills and seek new responsibilities.
- Commits to individual professional growth and development, and supports the professional growth and development of all Finance colleagues.

## Other:

- Maintains a good working knowledge of agency finances, government requirements regarding CCS/CHS financial compliance, any Chancery requirements and Canon Law as they relate to CCS and CHS.
- Maintains working knowledge of Articles of Incorporation and Bylaws for both CCS and CHS.
- Acts as the Secretary of the CCS and CHS and ensures that, in compliance with State and local laws, all annual filings are completed and appropriate fees are paid (i.e., annual corporate registration with state, charitable registration with state, city business registrations, state property tax exemption, etc.)
- Participates on the CCSWW Pension Advisory Committee.

# Qualifications

- Bachelor's degree in business administration, accounting, or other relevant field.
- At least ten years of proven executive-level experience setting strategy for and successfully leading an organization or corporate division of a mission-driven company that is substantial in size and resources.
- Five (5) years of government or public accounting.
- Extensive experience with Generally Accepted Accounting Principles (GAAP), Government Accounting and the Office of Management and Budget (OMB) Super Circular.
- Outstanding written, verbal and interpersonal communication skills.
- Demonstrated cultural competence (awareness, attitude, knowledge, willingness, and skills to work effectively with diverse employee and member population).
- Expert knowledge of principles and processes involved in business and organizational planning, coordination, and execution.
- Exceptional judgment, analytical, decision-making, and financial management skills.
- Driven, fact-based, results-oriented, creative, and collaborative with a proven track record for leading, aligning, and managing teams against high-performance objectives.
- Track record of coaching, mentoring, developing, and motivating peak performance within a leadership team.
- Practicing Catholic
- Willingness to learn about and abide by Catholic Social Teaching, which is at the heart of the missions of CCS and CHS.

## Preferred Qualifications

- MBA or MPA strongly preferred.
- Experience with real estate transactions, partnership taxation, the Low Income Housing Tax Credit Program (LIHTC), knowledge of HUD financing programs and with publicly (government) financed capital projects.
- Experience working in the non-profit social service, housing and Medicaid health care sectors.

# Other

**Salary**

Commensurate with background, education and experience.

**Deadline for Application**

August 31, 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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