

# *Diocese of San Angelo*



## CHIEF FINANCIAL OFFICER

July 21, 2020

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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The Roman Catholic Diocese of San Angelo (<https://sanangelodiocese.org/>) serves nearly 86,000 registered Catholics and is led by Bishop Michael J. Sis ([Bio](#)). Established on October 16, 1961, the Roman Catholic Diocese of San Angelo, Texas, encompasses some 37,433 square miles. It comprises 29 counties in West and Central Texas: Andrews, Brown, Callahan, Coke, Coleman, Concho, Crane, Crockett, Ector, Glasscock, Howard, Irion, Kimble, Martin, McCulloch, Menard, Midland, Mitchell, Nolan, Pecos, Reagan, Runnels, Schleicher, Sterling, Sutton, Taylor, Terrell, Tom Green, and Upton.

**Position Title** ● Chief Financial Officer

**Reports To** ● Bishop

**Department** ● Finance

**FLSA Classification** ● Full-Time, Exempt

### Job Summary/Description:

The Chief Finance Officer (CFO) is the principal advisor to the diocesan bishop in matters of finance in cooperation with the Diocesan Finance Council. The CFO is responsible for administering the temporal goods of the diocese under the authority of the bishop, in accordance with the plan of the Diocesan Finance Council, and to make those payments from diocesan funds which the bishop or his delegates have legitimately authorized.

The CFO serves as a resource person to parishes in financial and related matters while evaluating, updating, and ensuring compliance of financial policies and procedures for the parishes, schools, and other juridic persons under the oversight of the bishop, advancing sound practices for the care of the temporal goods of the Church.

## Duties & Responsibilities:

- Act as Financial Advisor to the Bishop and other diocesan leadership.
- Analyze and make recommendations pertaining to all major financial decisions and questions facing the diocese, its parishes, schools, and other external organizations.
- Implement and evaluate financial policies and practices of the diocese to ensure that financial goals and objectives are met in accordance with Canon Law, with policies established by the diocesan bishop, and with government regulations.
- Oversee the planning and completion of the diocesan annual audit process in accordance with generally accepted accounting practices.
- Oversee the administrative and operational functions of the Finance and Stewardship and Development Departments.
- Oversee planning and completion of the diocesan budget.
- Participate in administration of diocesan pension plans and employee health plan.
- Participate in the administration of risk management to include property, liability, and casualty insurance coverage.
- Ensure that all funds are properly invested and managed; evaluate investment alternatives.
- Maintain a high level of contact with constituencies across the diocese, especially with pastors, their parish staffs, and their finance councils.
- Oversee internal audit/training functions and reporting.
- Manage system administration for the Pastoral Center's information technology.
- Serve as staff liaison to specific diocesan committees, including Finance Council, Audit Committee, Investment Committee, Mineral Lease Committee, Risk Management Committee, Compensation Committee, Presbyteral Council, and College of Consultors as needed. Participate in various ad hoc committees as required or assigned.
- Handle bank and investment vendor relations.
- Manage grants.
- Other duties as assigned.

## Direct Reports:

- Director of Stewardship and Development
- Accountant I
- General Ledger Accountant
- Parish Accountant
- Payroll Clerk

## Education, Training and Experience:

- MBA and/or current CPA credentials is required.
- Minimum of 5 years' experience with responsibilities in leadership positions in accounting and finance, with an excellent performance record.
- 5 years supervisory experience.
- Familiarity with fund accounting.
- Administrative leadership experience, preferably in the Catholic Church, including working with consultative bodies, supervision, accounting, and investing.
- Preference for candidate familiar with the Code of Canon Law related to temporal goods.

## Qualifications:

- Practicing Catholic in good standing.
- Preference for candidate familiar with the Code of Canon Law related to temporal goods.
- Efficient and effective organization and direction to areas of responsibility.
- Excellent presentation, verbal, and written communication skills.
- Advanced knowledge of budgeting principles and practices, accounting principles, investment, and financial reporting methodologies.
- Interpersonal relationships which encourage openness, candor, and trust.
- Overall soundness of decisions, effective delegation, and maintenance of confidentiality for all sensitive information.
- Flexibility in performing designated duties.
- Acceptance of personal inconvenience for attainment of diocesan goals.
- Meet or exceed objectives established in budgetary process.
- Skilled in computer usage with advanced knowledge of Excel, Microsoft Office Suite, and financial software programs.

**Salary**

Commensurate with background and experience

**Application Deadline**

September 1, 2020

*(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)

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

Search managed by:

**CATHOLIC RECRUITER ASSOCIATES**

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