



DIOCESE OF
Jefferson City



CHIEF FINANCIAL OFFICER

March 1, 2023

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The Roman Catholic Diocese of Jefferson City had its beginning with the founding of St. Stephen's parish in Indian Creek, Missouri in 1833. Today the diocese is led by **Bishop W. Shawn McKnight**, who provides spiritual leadership to over 76,000 Catholic faithful. For a closer look at the elements making up the diocese please **go here**. The diocese seeks a Catholic finance executive who can ensure consistency, transparency, and simplicity in the financial systems of the parishes, schools and chancery. As a member of the Bishop's cabinet, the CFO provides clear and timely communications of financial and other information throughout the diocese maintaining confidentiality where appropriate.

Position Title: Chief Financial Officer

Reports To: Bishop

Job Purpose:

The Chief Financial Officer (CFO) is responsible for providing, developing, and maintaining financial accountability standards and ethics for all diocesan entities in order to promote respect and trust among parishioners. The CFO directs, manages, and supervises the financial operations of the Chancery in conjunction with the Bishop and the members of the Corporate Board. The CFO manages the diocesan assets and advises management in financial operations.

Duties & Responsibilities:

- Consistent with the vision and mission of the Catholic Center, contributes to a positive and healthy work environment for the staff at the Center
- Oversees all investment accounts
- Prepares, monitors and manages the annual diocesan budget
 - Budgets shall be set in consultation with department directors and senior staff with final approval by the Bishop
 - The annual financial plan shall be submitted to the Diocesan Finance Council for review
- Implements diocesan accounting policies and procedures
- Prepares monthly and year-end financial reports
- Oversees financial aspects of diocesan-wide property and liability insurance programs, cash management, investments and integration with diocesan financial statements for financial reporting purposes
- Manages cash flow and oversees deposits and transfers
- Member of the Bishop's cabinet; provides advice on all financial matters of significance
- Coordinates with all functional departments of the chancery office regarding financial and operational issues (Catholic School Office, Mission Office, Stewardship, Faith Formation, Human Resources, Vocations, Deacon Formation, etc.)
- Analyzes and makes recommendations to Bishop pertaining to all major financial decisions and questions facing the diocese, its parishes, and other affiliated entities
- Implements and evaluates financial policies and practices of the diocese to ensure that financial goals and objectives are met in accordance with Canon Law, policies established by the Bishop, and government regulations
- Administers planning and completion of diocesan annual audit process in conjunction with outside accounting firm
- Coordinates audit process for parishes at Bishop's request
- Provides direction, training, and supervision for finance department personnel
- Administers management program, particularly with regard to property, liability, workers compensation, insurance programs, and self-retention loss fund
- Engages and interacts with legal counsel on issues pertaining to diocesan financial affairs
- Performs other duties as assigned

Qualifications:

- Thorough understanding of and commitment to the Church's mission
- MBA in finance or related field is required; CPA with current credential is preferred
- Minimum of 10 years of supervisory and leadership experience
- Excellent oral and written communication skills
- Interpersonal professional relationships, both internally and outside the Chancery office, which encourages openness, candor, and trust
- Overall soundness of decisions, effective delegation, and maintenance of confidentiality for all sensitive information
- Flexibility in performing designated duties
- Practicing Catholic in good standing
- Skilled in computer usage with advanced knowledge of Excel, Microsoft Office Suite, and financial software programs
- In-depth familiarity with the structures, functions, and institutions of the Roman Catholic Church

Employee Classification:

- Exempt
- Full-time

Salary: Highly competitive with comprehensive benefit package.

Application Deadline: May 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:

CATHOLIC RECRUITER ASSOCIATES

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