



DIOCESE OF  
BRIDGEPORT



# ASSISTANT CONTROLLER

April 15, 2026

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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Serving the faithful of Fairfield County, Connecticut, the **Diocese of Bridgeport** was established in 1953 and today includes a vibrant Catholic community led by **Bishop Frank J. Caggiano**. Through parishes, schools, outreach ministries, and evangelization efforts, we work to proclaim the Gospel, serve those in need, and strengthen the Church's presence in everyday life.

"The One" is our diocese's bold commitment to renewing the Church by bringing every believer closer to Jesus Christ through transformative encounters and accompaniment. Rooted in truth, beauty, and goodness, we will offer a number of different opportunities for all the faithful to encounter the Lord's unconditional love, mercy and power.

As a diocese we are committed to evangelization, education, community outreach, and pastoral care, rooted in the sacraments and faithful to the teachings of the Church. Our ministries work to uphold the dignity of life, promote multicultural inclusion, and ensure a safe and nurturing environment for all.

The Diocese of Bridgeport is comprised of 74 parishes and educates nearly 10,000 students in 22 regional schools, one special needs school, 5 diocesan high schools, with approximately 11,000 students enrolled in our two Catholic higher education institutions (Fairfield University and Sacred Heart University).

## Position Summary:

The Assistant Controller supports the Controller in overseeing the financial operations of the Diocese, its Foundations, and affiliated entities, ensuring accurate financial reporting, strong internal controls, and compliance with GAAP, diocesan policies, and applicable regulations. This role also supports diocesan and entity-based projects, providing financial oversight from planning through execution. The Assistant Controller plays a role in maintaining financial transparency, supporting audits, and assisting parishes, schools, foundations, cemeteries, and ministries in furtherance of the Diocese's mission.

## Key Responsibilities:

### Financial Reporting & Close

- Assist with monthly, quarterly, and year-end financial close processes for the Diocese, Foundations, and affiliated entities.
- Prepare and review journal entries, account reconciliations, and supporting schedules.
- Assist in the preparation of consolidated and standalone financial statements in accordance with GAAP, including nonprofit and foundation reporting.
- Support accounting and reporting for restricted, designated, endowment, and donor-advised funds.

### Internal Controls & Compliance

- Support the design, implementation, and monitoring of internal controls across the Diocese, Foundations, and related entities.
- Ensure compliance with diocesan financial policies, accounting standards, donor restrictions, and regulatory requirements.
- Assist in reviewing expenditures and transactions related to operating activities and special projects in accordance with established approval thresholds.
- Help document accounting policies and procedures and recommend improvements as needed.

### Audit, Foundations & External Reporting

- Serve as a liaison for external auditors for the Diocese and Foundations.
- Assist with annual audits, foundation audits, and special-purpose reviews.
- Prepare audit schedules, respond to auditor inquiries, and assist with implementation of audit recommendations.
- Support financial reporting for foundations, grants, endowments, and donor-restricted gifts, ensuring compliance with donor intent and reporting requirements.

### **Projects & Special Initiatives**

- Provide accounting oversight and support for diocesan and entity-based projects, including capital projects, programmatic initiatives, and strategic initiatives.
- Assist with project budgeting, financial tracking, and reporting to ensure expenditures align with approvals and funding sources.
- Monitor project-related transactions and ensure proper accounting treatment and documentation.
- Support post-project financial reviews and reporting as requested.

### **Operational & Entity Support**

- Provide accounting guidance and support to parishes, schools, cemeteries, foundations, and affiliated organizations.
- Assist with training and education for entity staff on accounting procedures, internal controls, and financial reporting expectations.
- Review financial submissions from entities for accuracy, completeness, consistency, and compliance with diocesan standards.

### **Systems & Process Improvement**

- Assist with the maintenance and optimization of financial systems and reporting tools.
- Identify opportunities to improve efficiency, accuracy, and consistency in accounting, foundation reporting, and project tracking.
- Support special analyses and projects as assigned by the Controller.

## **Qualifications:**

### **Education & Experience**

- Bachelor's degree in Accounting or Finance required.
- CPA or CPA-track preferred.
- Practicing Catholic in good standing with the Church.
- Minimum of 5–7 years of progressive accounting experience.
- Experience with nonprofit and foundation accounting required.
- Experience supporting audits, restricted funds, and multi-entity environments required.
- Previous managerial experience preferred.

### **Knowledge & Skills**

- Strong working knowledge of GAAP and nonprofit accounting.
- Understanding of foundation, endowment, and donor-restricted fund accounting.

- Experience with internal controls, audits, and project accounting.
- Strong analytical, organizational, and communication skills.
- Ability to manage multiple priorities and meet deadlines.

**Personal Attributes**

- High level of integrity, discretion, and professionalism.
- Commitment to the mission and values of the Diocese.
- Collaborative, service-oriented approach.
- Sound judgment with the ability to escalate issues appropriately.

**Salary:** Commensurate with background and experience. Comprehensive benefit program (details will be furnished to finalist candidates).

**Application Deadline:** May 15, 2026  
*(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.

This position serves a vital religious function that supports the mission and beliefs of the Roman Catholic Church.

Search managed by:



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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)