



THE DIOCESE OF
CORPUS CHRISTI



CHIEF FINANCIAL OFFICER

July 28, 2018

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



POSITION DESCRIPTION

The Chief Financial Officer 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.

JOB 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.
- Serve on the Diocesan Finance Council and serve on other committees or entities as directed by the Bishop.
- Direct preparation of periodic financial statements for Diocesan Administrative offices, Diocesan Management, Diocesan Finance Council, and appropriate 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, policies established by the diocesan bishop, and 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, Stewardship, Property, and Construction 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 finance councils.
- Maintains all information as confidential.
- Other duties as assigned.

The above list reflects the general details considered necessary to describe the primary functions of the job identified, and shall not be construed as a detailed description of all of the work requirements that may be inherent in the job, or assigned by the Bishop.

QUALIFICATIONS

- Undergraduate degree with a preference for advanced degrees in accounting, finance or business.
- A minimum of 10 years experience with responsibilities in leadership positions in accounting and finance, with an excellent performance record.
- Administrative leadership experience, preferably in the Catholic Church, including working with consultative bodies, supervision, accounting, investing, and borrowing.
- Advance knowledge of budgeting principles and practices (including use of spreadsheet software), accounting principles, investment, and financial reporting methodologies.
- Experience required in the following areas: property management, employee benefits and insurance.
- Preference for candidate's familiar with the Code of Canon Law related to temporal goods.
- Strong history of exceptional interpersonal skills, both with co-workers and clients.
- Excellent presentation, verbal and written communication skills.
- Practicing Catholic in good standing.

OTHER

Work Conditions	○	The position is fulltime exempt. It will require occasional evening and weekend work and travel.
Salary	○	Salary commensurate with education and experience.
Benefits	○	This full-time position includes medical insurance and 403 (b) retirement benefits.
Applicant must meet diocesan requirements	○	Criminal background check, drug screening and certified in Safe Environment training provided by the Office for Safe Environment and Child & Family Resources.
Application Deadline	○	September 15, 2018

For consideration, please email resume to:

Paul Rohrmann, SVP
Catholic Recruiter Associates
Paul@CatholicRecruiter.com

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

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P.O. Box 967
Ridgefield, CT 06877
Phone: (203) 438-8475
E-mail: info@catholicrecruiter.com
Web : www.catholicrecruiter.com