



CHIEF FINANCIAL OFFICER

June 24, 2025

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

We are people of God in the **Roman Catholic Diocese of Fairbanks**. Blessed with a rich variety of backgrounds and talents, we strive to be a living reflection of the Universal Church.

Through our baptism, we continue Christ's mission to further the kingdom of God through the human family. We share our living faith by proclaiming the Gospel in word and example. Together we celebrate Christ's presence in worship and sacraments.

In a spirit of justice, mercy and love, we dedicate ourselves not only to minister to the people in the urban and rural areas of our Diocese, but also to minister to the world community.

"North to the Future" is more than a motto in the Fairbanks Diocese. The Diocese may well provide a paradigm of the future Church in the United States. With too few ordained clergy and religious sisters to go around, the Diocese relies heavily on local lay leadership and ordained deacons to help provide sacraments and leadership, especially in remote areas. Diocesan leaders provide an underpinning of support services and training opportunities for those dedicated deacons and lay faithful who serve.

Essential Functions:

- Evaluates and implements financial policies and practices of the diocese to ensure that financial goals and objectives are met in accordance with canon law, diocesan policies, and government regulations.
- Oversees the annual budgeting process. Makes recommendations regarding available resources and financial limitations.
- Engages and interacts with legal counsel as needed on issues related to the temporal goods of the diocese, including but not limited to all contracts, trusts, deeds, affidavits, and other legal documents submitted to the diocese.
- Analyzes and makes recommendations pertaining to all major financial decisions and questions facing the diocese, its parishes, and other affiliated entities.
- Oversees central administration of diocesan employee benefit plans such as health plans, retirement plans, etc.
- Oversees Property and Casualty insurance matters such as Property, Liability, Auto, Workers Compensation, Cyber, Active Assailant, and bonding as needed.
- Acts as Executive Officer for Catholic Trust of Northern Alaska (CTNA) and oversees all accounting of same.
- Serves as Diocesan Administrator for the Alaska Conference of Catholic Bishops (ACCB) and member of its Finance Council.
- Oversees the investment of all the diocesan portfolios within the Current, Endowment, and Plant Funds. Maintains full accounting of the Endowment Fund.
- Oversees all accounting functions. Provides quarterly and annual financial statements for the diocesan Finance Council and CTNA. Presides over quarterly meetings of same.
- Oversees the planning and completion of the annual diocesan financial audit in conjunction with outside accounting firm.
- Oversees accounting and donor software systems, ensuring updates are done as needed and internal controls are maintained within roles and responsibilities.
- Maintains Fixed Assets and Depreciation schedules for the diocese.
- Oversees the payroll process for employees and religious stipends.
 - Prepares and submits payroll taxes.
 - Prepares and submits all payroll reports, including, but not limited to, Form 941, ESC Reports, Form 945, W-2s, and 1095s.
 - Reviews and submits all 1099s, including, but not limited to, Form 1099 NEC, 1099 MISC, and 1099R.
- Experience with or understanding of the following software desired:
 - Serenic Navigator (Microsoft Dynamics) with Jet Reports for accounting.
 - StudioEnterprise (DonorDirect) for donations.
 - QuickBooks online for parish accounting, or similar accounting software.
- Oversees all grant requests and reports and provides financial information as required.

- Reviews estates and trusts and responds accordingly.
- Works collaboratively with the Chancellor to respond to HR issues. Provides HR support for all topics related to payroll or finances.

Supervisory Responsibilities:

- Provides direction and supervision for the Accounting and Finance Manager.
- Provides direction and supervision for the Development office including the Director of Donor Development and Director of Fundraising.
- Provides direction and supervision for Information Technology staff.

Education & Experience:

- B.S. in Accounting.
- Certified Public Accountant strongly preferred.
- Minimum 10 years' experience in related field (CFO, controller, senior accountant or similar).
- Must have a strong knowledge of accounting principles.

Knowledge, Skills, & Attitude:

- Excellent oral and written English-language communication skills including a clear speaking voice.
- Must be able to work with, speak with, and listen to individuals from different cultures within Alaska. Ability to work patiently with individuals with English as a second language.
- Knowledge of basic tenets of Catholic Church and diocesan and parish structures.
- Proficient with Microsoft Office suite.
- Excellent customer service skills with the ability to maintain focus and professionalism with people in challenging situations, both in person and by phone.
- Good time management skills, including the ability to manage several projects at the same time.
- Must be able to multi-task and retain accuracy in an environment of competing deadlines.
- Ability to have and maintain a valid state driver's license.
- Must be supportive of the mission and tenets of the Roman Catholic Church.
- Must have a professional demeanor and initiative.

Competencies:

- **Leadership:** Exhibits confidence in self and others; inspires respect and trust; reacts well under pressure; shows courage to act; motivates others to perform well.
- **Quality/Quantity:** Uses technology to increase productivity; demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; completes work in a timely manner; strives to increase productivity.
- **Planning/Organization:** Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; works in an organized manner.
- **Service Focus (Internal and External):** Effectively meets customer needs and takes responsibility for customer satisfaction.
- **Workplace Ethics:** Treats people with respect; inspires the trust of others; works ethically and with integrity; maintains confidential information; supports teachings and mission of the Catholic Church. Abides by the diocesan Code of Professional Conduct.
- **Attention to Detail / Quality Orientation:** Accomplishes tasks by considering all areas involved, including minute details; shows concern, accuracy, and good quality output; accurately checks processes and tasks. Monitors activities.
- **Collaboration:** Works effectively and cooperatively with others, asks clarifying questions for the purpose of achieving common objectives. Builds and maintains good working relationships with employees. Works actively to resolve conflicts and gives and welcomes feedback; contributes to building a positive team spirit.
- **Continuous Improvement:** Monitors work processes and workflow and continuously seeks ways to improve efficiency and effectiveness.
- **Dependability:** Is reliable, responsible, dependable, and fulfills obligations with a willing attitude.
- **Managing Work/People:** Effectively manages time and resources to ensure that work is completed to meet expectations. Provides direction and gains compliance; includes subordinates in planning; takes responsibility for subordinates' activities; makes self-available to subordinates; provides regular performance feedback; develops subordinates' skills and encourages growth.
- **Delegation:** Delegates work assignments as needed; matches the responsibility to the person; gives authority to work independently; sets expectations and monitors delegated activities; provides recognition for results.
- **Inductive Reasoning / Problem Sensitivity:** Sensitive to observation and identification of issues presenting out-of-the-norm and that may be indicative of problems.
- **Work Standards:** Sets expectations of high-performance standards and holds oneself and subordinates accountable for accurate and timely completion of tasks and projects.

Physical Demands & Work Environment:

The demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Must be able to sit for extended periods at a computer workstation.
- Must be able to stand for long periods of time and transgress multiple stairs.
- Must be able to push and occasionally lift or carry objects weighing up to 25 pounds.

Disclaimer:

The above is intended to describe the general context of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

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

Application Deadline: August 15, 2025

(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

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

Search managed by:

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