



DIOCESE OF
FRESNO



CONTROLLER

April 21, 2025

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



BACKGROUND

The Roman Catholic Diocese of Fresno is led by the Most Reverend Joseph V. Brennan (**Bio**) and serves over one million registered Catholics in 87 parishes throughout over 35,000 square miles.

Job Summary/Description:

The Controller manages the accounting functions and staff, which has responsibility for all financial reporting, accounting systems and internal controls, the annual budgeting process, financial statement audits, tax compliance, payroll, and banking treasury operations.

The Controller also assists with defining diocesan policies as well as supports short and long-term operational strategies. The Controller reports to the Chief Financial Officer.

Essential Functions:

- Ensure the proper recording (including drafting appropriate journal entries), summarization, and reporting of all financial activity of the Chancery and all diocesan level entities.
- Evaluate, update, and develop accounting policies to ensure compliance with generally accepted accounting principles.
- Evaluate and update accounting systems, procedures, and practices, including the development and maintenance of systems of internal accounting controls to ensure adherence to diocesan accounting policies.
- Manage the preparation of financial statements, including the analysis and reporting of results to provide forecasts, identify problem areas, and make specific recommendations for solutions/improvement.
- Review monthly financial closings and statements, including appropriate commentary and account analyses, as well as substantiation of month-end amounts.
- Prepare appropriate council and committee financial reporting and commentary.
- Ensure compliance with financial terms of grants and contractual obligations of the Diocese.
- Ensure compliance with record keeping and reporting requirements of federal and state laws, including compliance with Internal Revenue Service, the California Franchise Tax Board regulations, and Canon Law.
- Manage the database technology used for fundraising, general accounting, accounts payable, accounts receivable, payroll, and expense reimbursements.
- Manage the treasury function for all banking and investment relationships.
- Coordinate the annual budgeting process.
- Coordinate the annual audit and preparation of the annual financial statements and footnotes.
- Coordinate various tax returns preparation and filing.
- Proficiently and accurately maintain records in compliance with diocesan retention policies.
- Supervise, train, and evaluate accounting staff.

Other Responsibilities:

- Provide financial guidance to pastors, parishes, and schools.
- Review and approve purchases as required.
- Lead departmental projects as needed, including department RFPs, integration, and team training of new accounting systems.
- Other duties as assigned.

Education & Experience:

- Bachelor's degree in accounting with CPA preferred.
- 5-7 years of experience in accounting, internal auditing, and/or as Controller preferred.
- Thorough knowledge of fund accounting, budgeting principles and practices, internal control systems, tax related legislation, treasury management, financial reporting methodologies, and generally accepted principles as promulgated by the Financial Accounting Standards Board (GAAP).

Skills, Knowledge, & Characteristics:

- Practicing Catholic in full communion with the teachings of the Church.
- Strong verbal, written, analytical, and people skills.
- Proficient with Microsoft Office Suite (particularly with Word and Excel) and Outlook.
- Excellent ability to organize, plan, set job priorities, and multi-task to meet deadlines.
- Able to perform job responsibilities maintaining a high degree of accuracy as well as confidentiality.
- Proven ability to solve problems and make effective decisions.
- Proficient with computerized, standard accounting software packages and ability to train other individuals to use the software.
- Proficient with MIP Fund Accounting (n/k/a Abila) general ledger software preferred.
- Ability to work independently as well as with a team.
- Effective communication skills and interpersonal skills.
- Desire to learn and undertake new and unfamiliar job responsibilities and tasks.
- Willingness to work collaboratively in a team-oriented environment.

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

Application Deadline: June 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:

CATHOLIC RECRUITER ASSOCIATES

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