



**DIOCESE of LA CROSSE**  
Serving the 19 counties of West Central Wisconsin



# CHIEF FINANCIAL OFFICER

AUGUST 21, 2018

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## CLIENT BACKGROUND

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Under the leadership of the Most Reverend William Patrick Callaghan ([Bishop Bio](#)) The Diocese of LaCrosse, celebrating the 150 years since its founding, serves 19 counties of West Central Wisconsin. Catholics are about 20% of the population of the La Crosse geography and they are served by 159 parishes. The Diocese has 91 Diocesan priests, 29 international priests, 43 senior priests, and 58 permanent deacons. The Diocese has over 6700 students enrolled in 7 unified school systems, and 29 parish schools.

### ORGANIZATION:

**The Diocese administers its assets through the Office for Temporalities is comprised of three departments: Finance, Office for Buildings and Grounds, and Human Resources (coming soon).**

The Finance Office, comprised of the Finance Officer and Staff Accountant, assists parishes and answers questions on their financial, payroll and accounting needs. The Office for Buildings and Grounds assists the parishes and schools with regard to keeping in compliance with governmental regulations by providing assistance regarding asbestos and other environmental matters. This office is the primary contact for the processing of construction and remodeling contracts. Human Resources will be a new department in the Diocesan Curia. It is meant to assist all parishes and schools with questions and concerns with personnel issues, and to create standard processes for all Human Resource areas.

# Primary Duties & Responsibilities

- Work closely with Vicar General and Moderator of the Curia serving as financial advisor to the Bishop.
- Analyze and make recommendations pertaining to all major financial decisions and questions facing the diocese and its parishes and other affiliated entities.
- Work with the diocesan finance council (DFC), committees of the DFC and other related consultative bodies established by the bishop and Canon Law.
- 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.
- Direct preparation of monthly, quarterly, and annual financial statements for diocesan administrative offices, diocesan management, diocesan finance council, and appropriate external organizations.
- Oversee the planning and completion of the diocesan annual audit process in accordance with generally accepted accounting practices.
- Engage and interact with diocesan legal counsel, as necessary, on issues pertaining to diocesan financial and administrative compliance,
- Participates in administration of diocesan pension plans and employee health plan.
- Oversee planning and completion of the diocesan budget.
- Coordinate communications and compliance with the IRS and other regulatory agencies.
- Participates in the administration of risk management to include property, liability, and casualty insurance coverage.
- Oversee the administrative and operational functions of the Finance Office while delegating duties and maintaining a formal means of accountability for all staff.
- Provide oversight and guidance to Finance Office staff in setting and prioritizing objectives.
- Ensure that all funds are properly invested and managed; evaluate investment alternatives.
- Strategically manage banking, debt and debt capacity consistent with changes and trends in market conditions.
- Maintain a high level of contact with constituencies across the Diocese, especially with pastors and 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

- Bachelor's degree in finance and /or accounting (MBA desired), Certified Public Accountant preferred.
- Ten years of professional experience with multiple responsibilities in leadership positions in accounting or finance. Non profit finance familiarity a plus.
- Demonstrates administrative and supervisory skills and an ability to work in a senior management position.
- Strong history of exceptional interpersonal skills, both with co-workers and clients.
- The ability to teach co-workers and parish staff in a patient, hospitable manner.
- Administrative leadership in a not-for-profit organization, preferably the Catholic Church, which would include working with consultative bodies, supervision, accounting, investing, borrowing, and business law,
- Advance knowledge of budgeting principles and practices (including use of spreadsheet software), accounting principles, investment, and financial reporting methodologies.
- Is a practicing Catholic in good standing and is an active steward in one's parish
- Significant meeting facilitation and/or participation are necessary.

# Other

<b>Benefits</b>	○	This position offers comprehensive benefits and retirement plan. Details available from Human Resources.
<b>Compensation</b>	○	\$100K+
<b>Expected Travel</b>	○	Minimal Overnight Travel
<b>Deadline for Application</b>	○	October 31 <sup>st</sup> 2018

**For consideration, please email resume to:**

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