

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING

**DIocese OF MANCHESTER
CHANCERY OFFICE
153 Ash Street
Manchester, New Hampshire 03104**

Client Background

The Roman Catholic Diocese of Manchester (<http://www.catholicnh.org/>) in New Hampshire is led by Bishop Peter Anthony Libasci who was ordained and installed as Bishop of the Diocese of Manchester in 2011. Please refer to: [Bishop Libasci's CV](#) for his complete and distinguished curriculum vitae.

There are 282,745 registered Catholics in the Diocese of Manchester. The Diocese is comprised of 89 parishes and 13 missions, one ordinary (bishop), one auxiliary bishop, one abbot, three Bishops emeriti, one retired abbot, 226 priests, 48 deacons, 400 sisters, and 19 brothers. The most recent audited financial report for the 2014 is available on the Diocesan website at: [Diocese of Manchester NH 2015 Financials](#).

POSITION DESCRIPTION:

The Finance Officer is appointed by the Bishop to fulfill the particular responsibilities of finance officer as specified under the Code of Canon Law, as well as to perform other duties designated by the Bishop, including serving as Cabinet Secretary for Temporalities. The FO is responsible for the overall financial operations and strategy for the diocese and for fostering the diocesan mission as a professional, honest, and prudent temporal resource.

The Finance Officer position is an ecclesiastical office mandated by the universal law of the Church in the 1983 Code of Canon Law, canon 494, and the 1990 Code of Canons of the Eastern Churches, canons 262-263. This position is accountable to the Bishop of Manchester.

RESPONSIBILITIES:

This staff position is responsible for the overall financial management of the diocese and the stewardship of fiscal resources in support of the mission and goals of the Diocese of Manchester. This position oversees all financial and related functions including budgeting, accounting, investments, risk management, real estate and facilities, contracted benefits, and information systems. This position also oversees payroll, employee benefits, and cemetery operations. The position serves to encourage, promote, support and strengthen the goals and objectives of the Diocese of Manchester. This position is expected to exercise independent judgment and initiative in the performance of day-to-day functions.

P.O. Box 967 • Ridgefield, CT 06877 • Tel. (203) 438-8475 • Fax (203) 438-9315
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"At once they left their nets
and followed Him."

Matt 4:20



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ESSENTIAL DUTIES:

1. Supervise and provide direction to all departments assigned by the Bishop to be included within the Secretariat for Temporalities, including finance, real estate, risk management, cemeteries, and human resources. Serve on the board and oversee the financial operations of the Diocesan Bureau of Housing, Inc. and its HUD-financed real estate projects.
2. Analyze and make recommendations pertaining to all major financial decisions and questions facing the diocese and its parishes, schools, and other affiliated entities.
3. Serve as staff to and work in collaboration with the diocesan finance council and other consultative bodies established by the Bishop.
4. Oversee, in collaboration with the other cabinet secretaries, the preparation and monitoring of the annual budget and make recommendations as to available resources and financial limitations.
5. 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.
6. Prepare periodic financial statements, but no less often than quarterly for diocesan administrative offices, diocesan management, diocesan finance council, and appropriate external organizations.
7. Oversee other diocesan financial programs including the accounting functions for accounts receivable, inter-entity loans, inter-entity deposits, investments, account payable, and borrowings from non-related entities.
8. Oversee the planning and completion of the annual audit process conducted by independent certified public accounting firm(s) of the financial statements of the diocesan central administration, selected diocesan schools, and other selected diocesan entities and trusts.
9. Administer central administration employee benefit matters such as health plans, retirement plans, FSA, etc.
10. Oversee the diocesan banking relationships with outside financial institutions.
11. Engage and interact with investment advisory firm(s) in the overseeing and managing the diocesan pooled investment portfolio, and its investment objectives as they pertain to the diocesan Priest Retirement Trust, the internal deposit and loan function, specific purpose funds, and endowment funds.
12. Engage and interact with legal counsel on issues pertaining to diocesan financial affairs.
13. Assist in reviewing all contracts, trusts, deeds, affidavits, and other legal documents submitted to the Bishop for execution.



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14. Assist the Bishop in establishing and monitoring internal controls, and financial accounting and reporting standards at parishes, schools and other affiliated entities.
15. Be available for occasional evening and weekend work when necessary.
16. Maintain a diocesan presence on various committees and boards.
17. Complete projects or assignments as directed by and in support of the Bishop of Manchester and/or his delegate.

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

Education: Bachelor's degree in a business-related field, finance and/or accounting. CPA desirable. Master's Degree in business administration or finance preferred.

Knowledge and training in accounting/financial matters, general business management and personnel management, especially with regard to not-for profit institutions

In-depth knowledge of the Catholic Church, its structures, functions, and institutions, and Church and business-related government regulations. Certification as a Certified Diocesan Fiscal Manager, is preferred.

Experience: 10 to 15 years of professional experience with multiple responsibilities in leadership positions in accounting or finance.

Administrative and/or board leadership in a not-for-profit environment, preferably the Catholic Church, to include working with consultative bodies, supervision, accounting, investing, borrowing, and business law. In addition, experience and knowledge is required in the following areas: real estate, employee benefits, risk management, insurance and computer systems

Skills: Proficient in the use of personal computers including: word processing, spreadsheet, database and Internet programs (requirement details are found in a separate document and are under the direction of the Director of Information Services)

Must have advanced knowledge of budgeting principles and practices, accounting principles, investment and financial reporting methodologies; experience in strategic planning is desired



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Must have strong organizational, administrative, interpersonal, and leadership skills and the ability to work in a senior management position

Able to communicate well both orally and in writing, including public speaking skills; multi-lingual ability helpful

Must be able to maintain confidentiality

Must have a high degree of flexibility, the ability to work on multiple projects simultaneously, and a high level of independent thought and initiative

Able to use office equipment such as: computers, calculators, copiers, fax machines, etc.

Must be able and have the means to travel throughout the State of New Hampshire

Due to the nature of this position as an ecclesiastical office, it is required that the incumbent be a practicing Roman Catholic who is registered and active in a parochial or religious community, is "absolutely distinguished for honesty" in accord with canon 494 of the 1983 Code of Canon Law, and complies with the Diocese of Manchester Code of Ministerial Conduct.

BENEFITS:

This position offers comprehensive benefits and retirement plan. Details available from Human Resources.

COMPENSATION: \$110-120K

EXPECTED TRAVEL: minimal overnight travel

****Deadline for Application: August 15, 2016**

For consideration please email: Paul Rohrmann, SVP Paul@CatholicRecruiter.com with resume.

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