



DIOCESE OF  
NASHVILLE



# CHIEF FINANCIAL OFFICER

July 8, 2022

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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The [Diocese of Nashville](#) is home to 76,000 Catholics whose shepherd is [Bishop J. Mark Spalding J.C.L.](#) assisted by 79 priests, 70 permanent deacons serving 59 churches. The original Diocese of Nashville was erected in 1837 and reconstituted to today's geographic boundaries by then Pope John Paul II (now Saint John Paul II). The diocese spans 38 counties with over 16,000 square miles in middle Tennessee.

## General Summary:

The *Code of Canon Law* (canon 494) mandates that in each diocese, after consultation, the bishop is to appoint for a five-year term a finance officer with three specific duties:

1. To administer the assets of the diocese under the authority of the Bishop in accord with the budget determined by the finance council,
2. To meet expenses which the Bishop or others designated by him have legitimately authorized from diocesan income, and
3. At the end of the fiscal year, to render an account of receipts and expenditures to the Finance Council.

The finance officer, therefore, per the provisions of the *Code of Canon Law*, the *Norms of the Diocese of Nashville*, the *Administrative Manual*, and the diocesan *GSO Employee Handbook*, is responsible for:

1. The financial management of all assets owned by the Diocese of Nashville (including all related functions such as budgeting, accounting, investments, real estate, facilities, human resources, and information systems),
2. The stewardship of fiscal resources in support of the diocesan mission and goals, and
3. Ensuring that sound insurance and retirement benefits are provided for the priests and the employees of the parishes and other institutions within the diocese that are subject to the oversight duty of the Bishop.
4. Management services to Catholic Community Investment & Loan, Inc. (CCIL) for budgeting, accounting, investments, and information systems.
5. Reporting on the financial condition of all public juridic persons subject to the oversight of the Bishop.
6. Ensuring the liability risk of the diocese is managed and provided for, often through adequate insurance. This includes premium setting and claims management.

In addition to these functions, the CFO in the Diocese of Nashville, based upon credentials, also performs these services to the diocese:

1. CEO of the diocesan financial institution with assets over \$110 million (CCIL). CCIL pays for 15% of the CFO compensation.
2. Chief Investment Officer with assets under management over \$150 million.
3. Diocesan Legal Counsel for transactional matters of lesser amount.
4. CFO for Tennessee Register, ACE. HIHO, CF DON, Diocesan Properties dba MME, Priest Benefit Foundation, and other related corporations or Trusts.

## Essential Duties & Responsibilities:

- Fulfills fiduciary responsibility regarding the assets of the Diocese of Nashville per the provisions of the *Code of Canon Law*, the *Norms of the Diocese of Nashville*, the *Administrative Manual*, and the diocesan *GSO Employee Handbook*
- Oversees the preparation and control of budgets for all Mission Support Offices (Chancery). Makes recommendations as to available resources and financial limitations.

- Collaborates with the Diocesan Finance Council, its standing committees, and at the bishop's request, other diocesan groups.
- Provides data and seeks "consent" from the College of Consultors and or the Diocesan Finance Council for extraordinary acts of asset administration as required.
- Implements and evaluates financial policies and practices of the diocese to ensure that financial goals and objectives are met in accordance with canon law, with policies established by the Bishop, and with governmental regulations.
- Oversees all diocesan financial operations including payroll/accounts receivable/accounts payable and internal controls.
- Provides the financial services identified in the Service Agreement between the Diocese of Nashville and the Catholic Community Investment and Loan, Inc.; using diocesan funds, executes low-cost loans approved by the diocesan Finance Council, its Credit Committee, and the bishop to diocesan entities.
- Executes approved investments of endowment, quasi-endowment, and deferred restricted trust funds.
- Makes recommendations to and implements approved Investment Committee decisions.
- Provides direct and full accounting service for the Diocese of Nashville, Mission Support Office (MSO-Chancery), Priests' Benefit Foundation, CCIL, Tennessee Register, and Calvary Cemetery.
- Oversees Electronic Data Processing system (EDP) by using fund accounting and hiring professionals trained in accounting standards.
- Oversees annual external audits, obtaining clean audit opinions and satisfactory audit management letters. Audits for up to five entities.
- In accord with the Code of Canon Law and the Norms of the Diocese of Nashville, asks for and receives annual financial reports of all entities subject to the Bishop to: (a) advise on the financial condition of the entity, (b) advise the diocesan finance board and (c) determine applicable assessments. Conducts the annual process of assessment calculations on assessable income.
- Oversees the preparation of clear and timely monthly, quarterly, and annual financial statements for diocesan administrative offices and management, finance board, and appropriate external organizations.
- Reviews proposed capital projects within the Diocese of Nashville in accord with the diocesan Norms.
- Assists the juridic persons in complying with the Canons, Norms and seeking approvals as required.
- As needed and approved, executes loans, lines of credit for the diocese, and manages short term and long term cash strategies.
- Oversees the investment of the diocesan portfolio, with the counsel of the diocesan investment committee, which is not under the direct supervision and control of other entities.
- Consults with the diocesan attorney on issues pertaining to diocesan financial affairs.
- If qualified, acts as Diocesan Counsel for transactional matters, in particular those of lesser risk or contracts between public juridic persons.
- Assists in reviewing contracts, trusts, deeds, affidavits, and other legal documents submitted to the Bishop for execution.

- Oversees the operation of employee benefit programs including medical insurance, and the defined benefit and defined contribution plans for the MSO, parishes, and institutions.
- Fulfills the role of diocesan Risk Manager, procures insurance coverages, and as requested in areas of activity such as working with risk inspectors to assist parishes and institutions to correct deficiencies; negotiating with insurers in obtaining blanket property, liability, and master auto insurance for the GSO, parishes, and institutions.
- Maintains communication with the Bishop on a regular basis.
- Stays informed regarding new developments or trends in funds investment and other matters relative to diocesan fiscal operations.
- Assists the Bishop in determining funding for Ministries and finding new sources of funds.
- Manages the Development Office and sets fundraising goals annually or by event.
- Is entitled to serve as a board member of Catholic Charities of Tennessee, Inc., Villa Maria Manor, Inc., and Mary Queen of Angles, Inc.
- Administers the Priests' Benefit Foundation per the decisions of its board and members, manages its investment funds, and maintains its financial records.
- If requested, provides advice to those corporation boards of which he/she is not a member.
- Serves as Treasurer of the Advancement of Catholic Education endowment and Catholic Trusts, Inc.
- Serves as Secretary/Treasurer of Diocesan Properties, Inc. d/b/a Marina Manor East.
- Makes fiscal decisions in accordance with diocesan legislation and generally accepted accounting principles.
- Attends and participates in quarterly MSO Director meetings and annual corporation meetings.
- Organizes and directs the annual Pastors' and Administrators' meeting.
- Appraises annually the performance of those employees under direct supervision.
- Performs other tasks as requested by the Bishop.

## Position Requirements:

### Competencies

- Ensures Accountability
- Business Insight
- Collaborates
- Courage
- Financial Acumen
- Strong Integrity
- Resourcefulness
- Balances Stakeholders
- Instills Trust

### Supervisory Responsibilities

- Controller – MSO, CCIL, and Parish and School Financial Services
- Executive Assistant to the Chief Financial Officer
- Manager of Loss Prevention

## Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## Education and Experience

- Bachelor's degree in a business-related field, finance or accounting is required.
- Masters in Business Administration and/or CPA is preferred.
- Five to ten years of professional experience with multiple responsibilities in leadership and supervisory positions in accounting or finance.
- Experience in administrative leadership, to include working with consultative bodies, supervision, accounting, investing, borrowing, and business law.
- Advanced knowledge of budgeting principles and practices, accounting principles, investments, and financial reporting methodologies.
- Prefer candidate with experience in the areas of properties, employee benefits, risk management, insurance, and computer systems.
- Experience in planning is desirable.
- Licensed attorney is preferred to fulfill the role of diocesan legal counsel.

## Other Skills

- Familiarity with civil and canon law relative to the administration of temporal goods desirable.
- Excellent strategic planning and organizational skills.
- Ability to maintain confidential information.
- Some knowledge of Church and business-related governmental regulations.
- Practicing Roman Catholic
- Superior communications skills, oral and written, as well as superior interpersonal communication and presentation skills.
- Superior mathematic, calculating, accounting and budgeting skills required.
- Proficiency in Microsoft Office Software: Word, Excel, Outlook and Powerpoint. Experience with Blackbaud software Financial Edge and Razor's Edge. Knowledge of DLS is beneficial.

**Benefits:** Commensurate with background and experience. Highly competitive with comprehensive benefit package.

**Compensation:** \$170,000-\$190,000 depending on qualifications and experience.

**Travel:** 20-30% with minimal overnight travel.

**Application Deadline:** September 15, 2022

*(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  
Vice President  
Catholic Recruiter Associates  
[Brent@CatholicRecruiter.com](mailto: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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