



THE DIOCESE OF SPRINGFIELD, MASSACHUSETTS  
*serving berkshire, franklin, hampden & hampshire counties*



# CHIEF FINANCIAL OFFICER

January 15, 2021

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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The Roman Catholic Diocese of Springfield in Massachusetts (<http://diospringfield.org>) serves nearly 164,799 registered Catholics and is led by Bishop William D. Byrne ([Bio](#)) in Western Massachusetts. The Diocese was founded on June 14, 1870 and is comprised of 79 parishes and 7 missions. There are 136 Diocesan priests throughout the four western counties of Massachusetts (Berkshire, Franklin, Hampden and Hampshire), and 56 Oder Priests.

The Diocese educates over 2,500 students in 12 elementary schools and two high schools. There are also two Catholic colleges in the Diocese of Springfield. Mercy Medical Center, an affiliate of Trinity Healthcare, also operates in Springfield

On December 14, 2020 Bishop William D. Byrne, a priest of the Archdiocese of Washington, was ordained and installed as 10<sup>th</sup> Bishop of Springfield. He succeeded Archbishop Mitchell T. Rozanski who was named Archbishop of St. Louis. Most Reverend Bishop Emeritus Timothy A. McDonnell (8th Bishop of Springfield) continues to reside in the Diocese and takes part in the life of the Catholic community here.

- Position Title:** Finance Officer
- Department:** Financial Affairs
- Reports To:** Bishop and Moderator of the Curia

# Primary Duties & Responsibilities

## Position Overview

The Finance Officer provides financial expertise and advice to the Bishop, articulates the overall financial condition of the Diocese at any point in time and works closely with Diocesan leadership, Diocesan Finance Council, Diocesan Investment Advisory Committee, pastors, clergy, principals and other Diocesan leaders on a broad range of financial and administrative matters. The Finance Officer advises the Bishop in the administration and stewardship of the temporal goods of the Diocese, developing and implementing policies and procedures in accord with Canon Law and civil law.

## Key Responsibilities

- Works closely with Vicar General serving as financial advisor to the Bishop.
- Inherent in carrying out the duties and responsibilities of this position is maintaining a high level of confidentiality on all diocesan matters.
- Works closely with the Director of Human Resources regarding diocesan employee benefits, Priest and Lay Employee Pensions.
- Analyzes and makes recommendations pertaining to all major financial decisions involving parish, school, and other diocesan entities.
- Serves as the primary financial representative in working with the Diocesan Finance Council, Investment Advisory Committee, Foundation Board of Trustees, and other related consultative bodies established by the Bishop and Canon Law (and any ad hoc committees assigned by the Bishop).
- Determines creative solutions to unique financial challenges.
- Directs preparation of monthly and annual financial statements for diocesan administrative offices, diocesan management, Diocesan Finance Council, and appropriate external organizations.
- Oversees the planning and completion of the diocesan annual audit process in accordance with generally accepted accounting practices.
- Coordinates interactions with diocesan legal counsel as necessary, on issues pertaining to diocesan financial and administrative compliance.
- Oversees planning and completion of the diocesan budget.
- Directs communications and compliance with the IRS and other regulatory agencies.
- Oversee and direct all finance, accounting, and financial reporting, treasury and investment management activities in collaboration with Diocesan Director of Accounting Services.
- Collaborates on property and real estate matters including new construction/major renovation, extraordinary repairs/capital improvements, leasing, purchases, and sales, ensuring adherence to Diocesan Policy in collaboration with the Diocesan Director of Facilities and Grounds and Real Estate Advisory Committee.

# Primary Duties & Responsibilities (cont.)

- Oversees the Diocesan Property and Casualty Insurance Program in collaboration with diocesan legal counsel. Participates in the litigation management process led by diocesan legal counsel.
- Promotes risk management mindset throughout the Chancery organization and in parishes, schools, cemeteries and leased facilities.
- Provides oversight and guidance to Finance Office staff in setting and prioritizing objectives.
- Oversees all external financings and banking and investment relationships.
- Oversees the annual audit process for the Central Administration Funds of the Roman Catholic Diocese of Springfield, The Foundation of the Roman Catholic Diocese of Springfield, Diocesan Managed Cemeteries, The Catholic Charities Agency of the Roman Catholic Diocese of Springfield, Catholic Communication Corporation.

## Knowledge, Skills and Abilities

- Practicing Catholic committed to Mission and Teachings of the Catholic Church.
- Ability to exercise sound judgment, analytical and problem-solving skills.
- Excellent verbal and written communication skills. Ability to communicate complex material to a variety of organizational levels
- Strong financial management background.
- Highest level of integrity and confidentiality.
- Strong planning orientation (strategic and operational).
- Ability to promote Diocesan Mutually Shared Vision.
- Commitment to collaboration and teamwork to the highest degree.
- Must be highly proficient with Microsoft Office Suite products and possess the ability to learn custom software programs.

## Education, Training and Experience Minimum Requirements

- Current CPA and/or MBA credentials is required.
- Minimum of 10 years of finance and accounting experience with at least 5 years in a progressively increasing leadership role and preferably in a not-for-profit environment.
- Familiarity with fund accounting and tax compliance.
- Administrative leadership experience, preferably in the Catholic Church, including working with consultative bodies, supervision, accounting, and investing.
- Preference for candidate familiar with the Code of Canon Law related to temporal goods.

# Other

## **Application Deadline**

March 31, 2021

*(Note: 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 cover letter and resume to:**

Brent Morton, VP  
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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