



# CHIEF FINANCIAL OFFICER

March 10, 2023

**CATHOLIC RECRUITER ASSOCIATES**

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

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Founded in 1926, Liturgical Press is the publishing house of Saint John's Abbey, a Benedictine community located in Collegeville, Minnesota. The monastery's 2,700 acres is also home to Saint John's University, Saint John's School of Theology and Seminary, the Collegeville Institute, the Hill Museum and Manuscript Library, and Saint John's Preparatory School.

Throughout its 95-year history, the Press has been focused on its original mission — to proclaim the Good News of Jesus Christ by providing religious and spiritual resources of the highest relevance and quality. For readers around the world, Liturgical Press is known for its publications for both the popular and academic markets and currently stands as one of the top publishers in the United States for Catholic parish resources—especially ritual books, liturgical ministry, and preaching aids.

Liturgical Press was founded by Fr. Virgil Michel, OSB—progenitor of the Liturgical Movement in the United States—to encourage the participation of lay people in community worship. During the Press's first four decades, Liturgical Press helped lay the groundwork for the Second Vatican Council and linked the everyday lives of Catholics with the liturgy of their parish community.

Following Vatican II, the Press expanded its "Popular Liturgical Library" to include Mass guides in English and also developed more accessible books for reading and understanding scripture. A decades-long partnership with Little Rock Scripture Study flowed from this development.

The acquisition of two academic presses in the early 1990s greatly expanded the academic lists in liturgy, scripture, and theology. In the early 2000s, Liturgical Press began publishing reproduction volumes of The Saint John's Bible and developed an ongoing collaboration with Cistercian monasteries in North America. The 2011 launch of Give Us This Day, a daily prayer devotional for today's Catholic, revitalized the work of the Press with the spirit of Vatican II and the vision of Virgil Michel—the full and active participation of all people in the liturgy of the church.

## Position Summary:

Under the administrative review of the Director of Liturgical Press, this position is responsible for the overall financial management of Liturgical Press and the day-to-day operations of accounting, budgeting, order fulfillment, management information systems, and facility management functions in keeping with the Mission Statement and Goals of the Liturgical Press and its various Alliances.

## Duties & Responsibilities:

### Financial Management:

- Leads the creation of the annual budget, researching costs, determining allocations, and testing all assumptions in the development of revenue and expense projections.
- Responsible for preparation of complete annual and quarterly financial reports for the Liturgical Press and all alliances in a timely manner.
- Participates in the annual audit, responding to Auditor requests and queries.
- Communicates budget and financial reports in meetings with Liturgical Press management, Board, Senior Council, Monastic Chapter, and alliance representatives, as needed.
- Establishes and maintains appropriate internal controls.
- Plans for and acquires financial capital for Liturgical Press as needed.
- Works closely with other administrators within Liturgical Press and the Order of Saint Benedict/Saint John's Abbey corporation to ensure that financial information is understood, reliable, within accepted standards and procedures, and complies with generally accepted accounting principles.

### Product Development:

- Supports periodical product planning with financial and management information analyses, reports, and recommendations.
- Analyzes potential profit or loss for proposed new book titles at the acquisition stage.
- Conducts semi-annual review of new title budget compliance.
- Prepares financial analysis of new business opportunities, acquisitions, or alliances.
- Prepares margin analysis of distribution agreements.
- Prepares margin analysis for all publication formats as needed due to changing publishing environment.
- Oversees inventory management and continued assessment/development of POD policies and processes.

### **Operations:**

- Collaborates with the Lit Press IT Manager on Management Information Systems, including systems analysis, programming, operational aspects, ongoing enhancements, and future needs.
- Oversees the supervisors and staff responsible for accounting, payroll, accounts receivable, accounts payable, order processing, credit authorization and management, inventory management, royalties, customer mailing lists, order fulfillment, subscription fulfillment, shipping and receiving.
- Negotiates and reviews contracts between the Lit Press and various publishing parties.
- Manages major renovations of physical plant and maintenance of physical plant.
- Develops systems and procedures for personnel who report to this position.
- Oversees the training, assistance, support, and supervision of the accounting and operations personnel.
- Acts as liaison with the Order of Saint Benedict/Saint John's Abbey Business Office.

### **Other Responsibilities:**

- Occasionally attends and works conferences and conventions for customer and peer contact.
- Performs other duties as required by the Director.

### **Qualifications:**

- Bachelor's degree: Concentration or major in accounting
- Minimum of 5 years of supervisory and leadership experience.
- Excellent oral and written communication skills.
- Overall soundness of decisions, effective delegation, and maintenance of confidentiality for all sensitive information.
- Flexibility in performing designated duties.
- Skilled in computer usage with advanced knowledge of Excel, Microsoft Office Suite, and financial software programs.
- Course work and/or experience in management systems preferred.
- Strong cost accounting experience preferred.
- CPA experience preferred.

## Knowledge, Skills, & Abilities:

- Demonstrated senior-level financial experience and management, preferably in a non-profit organization.
- Demonstrated strong analytical skills in financial management and significant experience in managing information systems.
- Demonstrated leadership ability, team player collaboration, and interpersonal skills.
- Excellent analytical and abstract reasoning skills.
- Direct mail/magazine fulfillment experience or similar experience with subscription procedures a plus.
- Familiarity with postal, UPS, FedEx, and common carrier regulations a plus.
- Must successfully pass a criminal history background check.

Salary: Highly competitive with comprehensive benefit package.

Application Deadline: May 15, 2023

*(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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