



DIRECTOR OF FINANCE

Catholic Charities of the Diocese of Baton Rouge is seeking a full time Director of Finance. The Director of Finance is responsible for the financial management of the Agency. This includes developing financial strategies and maintaining financial systems that monitor those strategies, assuring the accuracy of financial transactions, compliance with federal requirements and reporting financial results to management and the board. The director works closely with the Executive Director and the Board to develop annual budgets, propose budget amendments, and assure the compliance of all financial operations with government regulations, as well as grant agreements and donor restrictions. The Director supports department directors and program managers in financial planning and decision making through budget analysis and financial modeling. The position supervises the accounting staff, Human Resources department, facilities owned by the agency, oversees daily financial operations, payroll and banking transactions, and journal entries. This position requires maintaining external relationships and representing the agency to the public, as such it requires adherence to our dress code policy, a business-like demeanor and professional appearance, which excludes unnatural hair color, conspicuous body art and facial piercings.

Qualifications:

- 5 years' experience managing financial operations, including but not limited to: accounting, budgeting, internal control and reporting for complex public or non-profit organizations with multiple funding sources.
- CPA licensure, public auditing, or similar qualification
- Experience which specifically includes government grants and contracts as well as foundation/corporate grants.
- Prior experience with preparation for, or performance of, financial and program compliance audits for government agencies is necessary. This position requires some technical writing to provide narratives supporting financial plans and performance
- A professional demeanor and judgement, and the ability to work with multiple external stakeholders and internal interdepartmental teams in a complex, dynamic environment.
- Valid Driver's License, reliable personal transportation, and vehicle insurance is required.
- Completion of background checks such as driving record, criminal record, and sex offense registry, state and local police records, or national sources such as FBI and E-Verify as required by funding agencies or determined necessary by Catholic Charities and results must be satisfactory to CCDBR, its representatives, employees or agents as an essential requirement of employment.

Skills:

- Working knowledge of generally accepted accounting principles (GAAP) for not-for-profit organizations.
- Thorough knowledge and understanding of Title 2 – Grants and Agreements. Subtitle A – Office of Management and Budget Guidance for Grants and Agreements. Chapter II – Office of Management and Budget Guidance. Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards and the Single Audit Act of 1996. Management and reporting of federal Cluster Grants.
- Experience with financial software applications, including QuickBooks and Microsoft Office Products such as Word and Excel.
- Ability to work with personnel in a mission-driven & multicultural organization with diverse colleagues representing a variety of countries, races, religions & ethnicities
- Ability to communicate clearly in writing and verbally.
- Demonstrated leadership abilities, team management and interpersonal skills.
- Excellent analytical, abstract reasoning and organizational skills.

Physical Demands and Work Environment

- Must be able to lift 5 to 20 lbs. occasionally, communicate by phone frequently and walk throughout the Catholic Life center Campus frequently for short periods. This position requires the employee to walk, stoop, lift, bend, squat, kneel, climb, handle. Sitting for 6 to 7 hours a day is expected for this position.
- Some travel is required.
- Temperature controlled indoor working environment. Fluorescent lighting, occasional isolated conditions. When the agency responds to disasters, performing duties outside regular job responsibilities both in the office and at off site locations may be requested

Job Type: Full – Time, Exempt

Qualified applicants interested in this position should submit their resume with a cover letter [here](#) by 6/17/2022.

Catholic Charities is a mission-based organization and Equal Opportunity Employer. We consider it a privilege to serve people of all faiths and socio-economic backgrounds. Our leadership is mission-driven, energetic, disciplined and self-motivated. We value diversity, service, compassion, and accountability; we hold ourselves responsible for delivering outcomes that change people's lives and our community