

ROMAN CATHOLIC CHURCH OF THE ARCHDIOCESE OF NEW ORLEANS

JOB TITLE: CHIEF FINANCIAL OFFICER

REPORTS TO: ARCHBISHOP

FLSA CLASSIFICATION: Full-Time, Exempt

JOB PRIMARY PURPOSE/FUNCTION

The Chief Financial Officer (CFO) is the principal advisor to the diocesan Archbishop in matters of finance in cooperation with the Diocesan Finance Council. The CFO is responsible for administering the temporal goods of the diocese under the authority of the Archbishop.

The CFO is responsible for directing, managing and supervising the financial operations of the Chancery in conjunction with the Archbishop and the members of the Corporate Board and its subcommittees, to include but not limited to the Insurance Program, the Deposit and Loan Fund, Retirement Benefits Program and Treasury/Cash Management and financial reporting. The CFO manages the diocesan assets and advises management in financial operations.

The CFO serves as a resource person to parishes in financial and related matters while evaluating, updating, and ensuring compliance of financial policies and procedures for the parishes, schools and other juridic persons under the oversight of the Archbishop, advancing sound practices for the care of the temporal goods of the Church.

The CFO also is responsible for providing, developing and maintaining financial accountability standards and ethics for all diocesan entities in order to promote respect and trust among parishioners.

ESSENTIAL JOB DUTIES/PERFORMANCE STANDARDS:

(1) Strategic Financial Advisor to the Bishop and other Diocesan Leadership:

Weight: 10%

Standards:

- Year 1: Provide strategic with the financial and operational restructuring of managerial positions as it relates to the management and oversight of Risk Management Function, Retirement Benefits Program, Deposit and Loan Fund, and Property Management.
- Analyze and make recommendations pertaining to all major financial decisions and questions facing the diocese, its parishes, schools and other external organizations
- Serve as staff to the Diocesan Finance Council and serve on other committees or entities as directed by the Archbishop
- Implement and evaluate financial policies and practices of the diocese to ensure financial goals and objectives are met in accordance with Canon Law, policies established by the diocesan bishop and government regulations

- Oversee the planning and completion of the diocesan annual audit process in accordance with generally accepted accounting practices
- Other duties as assigned or requested by the Archbishop and Vicar of Finance
- Perform in a timely manner and to the overall satisfaction of the Bishop and Vicar of Finance

(2) Supervise the Financial Management of the Diocesan Insurance Program for Property & Casualty, Vehicle, Workman's Compensation, Flood Insurance and Other Insurance Coverage:

Weight: 20%

Standards:

- Oversee the Financial Management of the Risk Management Program in Collaboration with Risk Management Team
- Participate in the administration of risk management for all lines of coverage
- Determination of rates
- Preparation of annual and other billing
- Placement of coverage and representation on self-insurance pools
- Insurance rates must be established no later than two weeks after the receipt of final rates from the insurance companies
- Annual billing must take place no later than 3 weeks after receipt of billing information such as property insurance ledgers or student enrollment information
- Serve on board of Captive Insurance Company

(3) Oversee Financial Close and Reporting and Annual Budget Process for the Diocesan Operations:

Weight: 20%

Standards:

- Supervise and review preparation of monthly and annual financial statements for diocesan administrative offices
- Oversight of the preparation of the annual diocesan financial report
- Presentation of the annual report to the Diocesan Finance Council and publication in the Catholic Commentator (presented no later than the December meeting of the Diocesan Finance Council, and published no later than March of the following year)
- Preparation of financial reports and special reports as requested by the Vicar of Finance or Archbishop
- In coordination with executive management and departments, preparation of balanced annual operating budget of revenues and expenses
- The diocesan budget must be presented for approval at the May meeting of the Diocesan Finance Council and review of budgets of other Diocesan agencies to be presented at the annual June meeting

(4) Fiduciary for Investments, Deposit and Loan Fund, Treasury/Cash Management, and the Administrative Offices' Diocesan Retirement Plans and Monitoring Performance to meet Diocesan Obligations.

Weight: 20%

Standards:

- In coordination with Archdiocesan Finance Council, oversee the Financial Management and Administration of the Deposit and Loan Fund to include monitoring credit quality of loans, collection of loans, approval of qualifying loans, and financial reporting of Deposit and Loan Fund.
- Oversee treasury/cash management function of Portfolio A and Portfolio B
- In coordination with the Investment Committee, ensure investment returns meet established benchmark standards
- In coordination with the Retirement Committee, ensure the defined benefit plan is structured and funded to meet payment obligations, including evaluation of best practices as it relates to structure/funding of benefits/costs covered in comparison to other diocese in the United States.
- In coordination with the Investment Committee, ensure the Investment Policy Statement s and Guidelines are adhered to for all diocesan retirement plans, including directing the fund evaluations, selections and appropriate changes as necessary

(5) Provide Financial Oversight of Property Management

Weight: 10%

Standards:

- In coordination with Property Manager, provide financial oversight of the 1300+ properties in the Diocese
- Financial oversight over capital expenditures, deferred and routine maintenance expenses to include budgeting and cash flow projections

(6) Provide Oversight and Support to the Parishes/Schools Financial Reporting and Internal Controls.

Weight: 10%

Standards:

- Maintain a high level of contact with constituencies across the diocese, especially with pastors, their parish staffs and finance councils
- Financial reports from parishes and schools are submitted on a timely basis and appropriate recommendations are made to the parishes to protect parish and school assets

(7) Executive Level Management Responsibilities.

Weight: 10%

Standards:

- Serve as head of Finance Secretariat and member of Archbishop's Executive Cabinet
- Maintain national memberships in relevant national and local Finance organizations, and actively participate in meetings, conferences and other activities to remain current in Finance compliance, best practices and future initiatives
- Exercise judgment and initiative, making effective and prudent decisions using knowledge of and in compliance with applicable diocesan policies, Canon Law, and federal, state, and local regulations

- Demonstrates ability to assess situations, consider alternatives, and choose or recommend appropriate course of action, especially in times of need or emergencies
- Demonstrates ability to set priorities to achieve maximum productivity and efficiency
- Maintains cost savings with regard to time and finances
- Demonstrates the ability to follow through completely and effectively with no direct supervision
- Maintains strict confidentiality in regard to all records, documents, data and matters of confidence as required by law
- Supports the change process and demonstrates flexibility and willingness to adapt to all changes within the department and the organization

EDUCATION, TRAINING AND EXPERIENCE

III. MINIMUM QUALIFICATIONS:

A. Education, Experience & Certifications:

Bachelor's degree in Business required with a major in accounting preferred. CPA or other financial certification desired. Minimum of ten years' experience with responsibilities in leadership positions in accounting and finance required. Administrative leadership experience, preferably in the Catholic Church, including working with consultative bodies, supervision, accounting, investing, and borrowing. Due to the nature of this position, it is required that the incumbent be a practicing Roman Catholic in good standing who is registered and active in a parish.

B. Other Qualifications:

Advanced knowledge of budgeting principles and practices (including use of spreadsheet software), accounting principles, investment, and financial reporting methodologies. Experience required in the following areas: property management, investments, employee benefits and insurance. Familiarity with the Code of Canon Law related to temporal goods preferred. Strong professional and interpersonal skills demonstrating the ability to communicate clearly and effectively with others on all levels both orally and in writing; excellent presentation skills. Ability to establish and maintain friendly and cooperative relations with employees, clergy, and parishes, schools, and other organizations the diocese supports.

For interested applicants, please email your cover letter and resume to jobs@arch-no.org