

## **School Financial Liaison, Catholic Diocese of Arlington**

To apply, please submit cover letter and resume to:

[https://app.jobvite.com/j?cj=oShdkfwq&s=Catholic\\_Diocese\\_of\\_Arlington](https://app.jobvite.com/j?cj=oShdkfwq&s=Catholic_Diocese_of_Arlington)

### **POSITION SUMMARY:**

The Diocesan Finance Officer (DFO), under the authority of the Bishop, is responsible for the overall financial management of the Diocese of Arlington and, in conjunction with appropriate governing boards, the financial management of its associated affiliates. This post is an ecclesiastical office mandated by the universal law of the Catholic Church and its essential canonical qualifications and duties are established in canon 494 of the 1983 Code of Canon Law.

The School Financial Liaison provides financial management review and support to the diocesan elementary, secondary and interparish schools.

### **PRINCIPAL DUTIES:**

- Reviews and monitors the monthly accounting activities and the resulting financial statements for the four diocesan high schools, and the quarterly activities for interparish schools. Reviews the financial reporting of diocesan elementary schools. Reports findings and makes recommendations for improvement to Diocesan Financial Officer and the Superintendent of Catholic Schools.
- Monitor/Assess the functioning of internal controls and governance structure of Diocesan High Schools.
- Serves as a resource to diocesan high schools in their annual budget preparation.
- Coordinates with the Directors of Finance at the diocesan high schools for their annual financial statement audit. Serves as the liaison between the Office of Finance and the external auditors of all the diocesan high schools and the appropriate offices within the CAO. Ensures the appropriate follow-up and resolution of all audit findings.
- Provides periodic updates regarding the financial conditions of the diocesan high schools as well as the results of the high schools' annual financial statement audit to the Audit and Budget Committee.
- Participates in the Finance Committee meetings for all diocesan high schools/interparish schools.
- Supports the diocesan elementary schools in maintaining an accurate 5-year financial projection associated with the Design for Excellence (DFE) process as coordinated through the Office of Catholic Schools (OCS). Conducts the DFE Financial Review portion of the

OCS Self Accreditation Visits, as well as other periodic and adhoc individual school financial reviews

- Develops and maintains the DFE Financial Model and other data collection and consolidation tools to provide comparative analysis/statistics for diocesan schools.
- Organizes and facilitates periodic informational sharing sessions for high school finance managers and elementary school business managers. Works with Parish Financial Liaison to prepare and present professional development for parish business managers related to school financial issues. Prepare presentation for OCS Leadership Academy on financial related issues.
- Participates in selected OCS staff meetings and work closely with appropriate OCS staff in support of the administration and reporting of tuition assistance and external reporting relating to the Scholarship Foundation and Virginia Catholic Education Association (VCEA).
- Completes special projects, participates in diocesan-wide accounting/financial initiatives, and serves on project teams as directed by senior management and consultative committees.

- **QUALIFICATIONS:**

- Knowledge/Skills: Knowledge of non-profit Generally Accepted Accounting Practices (GAAP). Knowledge of current and effective practices in accounting, reporting and business processes as well as capital and operating budget techniques. Working knowledge of the culture and business operations of the Catholic Church. Ability to interpret and explain financial statements and perform financial analysis, including variance, ratio and trend analysis. Ability to synthesize concepts and apply them to improving operational processes. Ability to organize and lead teams. Ability to interact with all levels of internal staff, outside advisory committees, and internal and external customers. Excellent oral and written communication skills. Basic skills in using Microsoft Office Word and Power Point; advanced skills in using Excel.
- Education: BA/BS in Accounting, Finance, or related field required; CPA or other professional certification preferred.
- Years and Types of Experience: 10 years of financial management and budgeting experience, preferably in a not-for-profit organization. Must have held a senior financial position, preferably in a private or public school system.