

DIOCESE OF PUEBLO POSITION DESCRIPTION

POSITION TITLE:	Chief Financial Officer
IDENTIFYING INFORMATION:	
Schedule:	Full time
Salary:	\$92,000 - \$107,000 a year
Status:	Exempt
Reports to:	Bishop

POSITION SUMMARY

The mission of the Chief Financial Officer is to provide good stewardship of the temporal goods of the Diocese of Pueblo under the authority of the bishop. The position is responsible for managing the financial actions of the Diocese. This includes but is not limited to the management of all financial, legal, capital equipment, real property, contracted benefits, liability risk management that support the efforts engaged in carrying forth the purpose and religious mission of the Diocese of Pueblo. Work is performed in conjunction with the Bishop, Vicar General, Presbyteral Council and Finance Advisory Committee (FAC) in accordance with canon laws specifically Book II, The People of God, and Book V, The Temporal Goods of the Church. The Finance Officer position is a canonical appointment.

ESSENTIAL DUTIES:

- Oversees the fiscal operations of the diocese
 - Prepare an annual budget in consultation with the bishop's senior staff. The Diocesan Finance Advisory Council and other appropriate consultative bodies for approval by the bishop.
 - Manages, directs, and oversees the development and implementation of financial controls, budgets, revenue forecasts, and comprehensive annual report to ensure the financial integrity.
 - Prepare and present diocesan financial reports for appropriate disclosure and provide for an annual audit.
 - Oversee the preparation of the consolidated parishes' financial report
 - Manage diocesan investments within guidelines established regarding cashflow, asset allocation and Catholic socially responsible investment policies.
 - Create and maintain banking relationships to provide for security of deposits and the facility for borrowing to meet diocesan requirements.
 - Oversee compilation of fiscal policies, norms, and standards for the diocese and its entities, with appropriate consultation.
- Diocesan Property
 - Provide for the purchase and sale of all diocesan real property, including parishes and all related entities.
 - Ensure all diocesan real and personal property, including parishes and related entities, are properly insured for all known potential claims.

- Responsible for implementing strategies to prevent loss including the identification, measurement, evaluation, reduction, and monitoring of risks; the purchasing of insurance when deemed appropriate and the processing of claims.
 - Ensure all diocesan real property is properly titled and recorded.
 - Ensure all construction projects are completed in accordance with diocesan policies.
 - Ensure all diocesan real property, included parishes and related entities, are provided appropriate property tax exemption.
 - Ensure all facility and shared services for the Catholic Pastoral Center are properly managed.
- Supervision and mentoring of finance department
 - Directs the activity and productivity related duties of diocesan financial operations.
 - Ensures appropriate accounting processes and procedures are in place to provide for good internal control and separation of duties.
 - Responsible for the development and maintenance of a financial handbook/guide for department accounting policies and procedures ensuring the finance team is operating within new accounting developments instituted by regulatory bodies.
 - Reviews all current finance-related procedures and processes, recommending improvements to the systems in place and managing systems going forward.
- Partners with Human Resources in the management and administration of diocesan benefit offerings to include contract renewals, analyzing benefits data, ensuring health and welfare benefit plans meet plan objectives and compliance.
- Manages relationships with granting agencies such as Catholic Home Missions and Catholic Extension in administration of grant applications, awarded funds, and financial reporting, ensuring compliance.
- Manages financial activity of parish tax assessments: for clergy retirement plan (CBS) and Advancing Missionary Discipleship (AMD).
- Oversees the diocesan finance software system.

QUALIFICATIONS:

Education and Experience:

- Master's degree in accounting, finance, economics, business administration and or public administration or in lieu of a degree, 10 or more years of relevant experience may suffice.
- 5 years' experience in a supervisory position providing leadership, direction, and training to staff.
- Experience in payroll and accounting software such as ParishSOFT software, PDS, Fundware or comparable.
- Professional certification as a CFA or CPA desired.

Knowledge Skills and Abilities demonstrating applications of the following:

- Ability to manage the workflow of their staff, and delegating tasks
- Ability to assess the work performance of staff and identify areas that need improvement.

- Knowledge of religious not-for-profit or governmental accounting standards and pronouncements, financial accounting standards, and generally accepted accounting principles.
- Knowledge of the principles and practices of fiscal administration.
- Problem solver and critical thinker mindset with an analytical mind, comfortable with numbers.
- Knowledge of corporate financial law and risk management practices.
- Ability to remain up to date on nonprofit audit best practices and state and federal law regarding nonprofit operations.
- Knowledge of data analysis, forecasting methods and risk management.
- Excellent time-management and organizational skills.
- Well-versed in all aspects of financial management ranging from simple accounting to broad investment and banking operations.
- Excellent communication, interpersonal and leadership skills, oral and written, including the ability to write letters, reports, guidelines, evaluations, business correspondence, policies, speeches, and announcements.
- Ability to effectively present information and respond to questions from groups, diocesan staff, parishes, and the general public related to diocesan policies and organization.
- Ability to project a professional, sincere, and friendly manner and represent the Diocese.
- Proven administrative skills including interpersonal relations, conflict resolution, management, supervision, and collaborative ministry.
- Ability to read, analyze and interpret statistical data for reports and manage a budget.
- Proficient in financial management software, Microsoft Office, and e-mail.

Supervisory Responsibility:

- This position supervises the personnel of the finance office.

Work Environment and Required Activities:

- This position is in a general office setting.
- Days and hours of work are generally Monday through Friday, 8:00am to 5:00pm.
- Work requires local travel and may require occasional overnight travel with weekend and/or evening work.
- This position requires a great deal of communication with supervisors, diocesan employees, parish priests and staffs, the public and other agencies.
- While performing the duties of this job, the employee will work in an individual office with a door. The noise level is quiet. The duties of this job may require the employee to work in an off-site location outside regular business hours.
- While performing the duties of this job, the employee is regularly required to sit for extended periods of time, use hands in repetitive motion tasks, handle objects and talk or hear. The employee is occasionally required to stand or move about and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds. Vision abilities required include close vision, depth perception and ability to adjust focus.

Other Requirements:

- Must be a practicing Roman Catholic and in good standing with the Church.
- Must be able to pass a criminal background investigation.
- Must have good driving record, current Colorado Driver's License, and automobile insurance.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission of the Church. Their public behavior must not violate the faith, morals or laws of the Church or the Diocese of Pueblo such that it could embarrass the Church or give rise to scandal. It is expected that all employees respect Roman Catholic doctrine and religious practices. In some cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided. Some positions will require that the incumbent be an active Roman Catholic in good standing with the Church.

**Thank you for your interest in career opportunities with
The Catholic Pastoral Center-Diocese of Pueblo!**

To apply for this position, please complete a Diocese of Pueblo application and send to: Nancy Martinez, HR Department, 101 N. Greenwood, Pueblo, CO 81003, or email nmartinez@dioceseofpueblo.org