

Chief Financial Officer - Catholic Charities Counseling and Adoption Services (CCCAS)

CCCAS of Erie, Pa is seeking a knowledgeable, adaptable Chief Financial Officer to serve as an integral part of The Agency's Executive Team and assist with the overall vision of our work. This key member of a highly collaborative team will help the organization navigate the changing financial landscape so we can best use our resources to feed neighbors now and into the future.

The key responsibilities of the position include: maintaining computerized bookkeeping system including industry specific accounting software; providing accurate and timely financial statements; maintaining budgets and providing reports to CEO, management and development teams, grant writer and Board of Directors; and leading annual audit preparation efforts and work with audit firm as directed.

The qualified candidate will ideally possess at least a bachelor's degree in accounting, finance, economics, or business administration (MBA and/or CPA preferred) or related field with at least ten years of progressive financial management and accounting experience including financial systems, not-for-profit reporting standards and practices and supervision of professional staff. Must be a practicing Catholic in good standing with the Church and demonstrate a commitment to the mission and values of the Church and its teachings.

To Apply:

Applications will be accepted until the position is filled.

Full position profile and application may be found at <https://www.eriercd.org/>. Applicants must submit a cover letter, resume, references and a signed and completed job application form in one of two ways:

- 1) Scan and email all materials to: rcbrogdon@cccas.org (Application form must be scanned, completed, and signed.) or,
- 2) Mail to Attn: CCCAS Chief Financial Officer Search, 329 West 10th Street, Erie, PA 16502