

## CCCAS CFO - Full Job Description

For more than 60 years, Catholic Charities Counseling & Adoption Services (CCCAS) has served the Roman Catholic Diocese of Erie, Pa. Our programs have changed over the years, but our commitment to serve the poor, protect the vulnerable and welcome the stranger has not wavered. Our mission is to Serve, Enlighten and Empower. We serve local families and change local lives as a regional provider of Counseling, Adoption and Refugee resettlement services across a 13-county service area.

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.

### JOB QUALIFICATIONS:

- Have a degree in accounting
- CPA certification preferred or equivalent work experience in auditing or accounting
- Be highly organized and detail oriented
- Be familiar with Generally Accepted Accounting Principles and not-for-profit accounting
- Be proficient in computer skills including Windows, Microsoft Word, Outlook and Excel
- Be willing to work with industry specific accounting software package, QuickBooks preferred
- Have excellent written and oral communication skills
- Be able to work in a dynamic teamwork environment
- Have adaptability as a key characteristic
- Have excellent customer service skills for internal and external stakeholders
- Be able to manage multiple tasks at once
- Be sensitive to the vast diversity of the people we serve and the struggles they encounter each day.
- Be knowledgeable of Human Resource rules, regulations, and payroll processing
- Be able to manage one direct report and is responsible for assigning them work and monitoring performance

### ACCOUNTING JOB DUTIES:

- Maintain computerized bookkeeping system including industry specific accounting software
- Provide timely and accurate financial statements
- Proficient in bank reconciliation
- Maintain bookkeeping records in accordance with Generally Accepted Accounting Practices and IRS guidelines
- Maintain fund balance accounts for restricted funds
- Maintain budgets and provide reports for CEO, Management and Development Teams, Grant Writer and Board of Directors
- Maintain cost allocation plan
- Serve as the liaison with all banks and vendors with CCCAS accounts
- Lead annual audit preparation efforts and work with audit firm as directed
- Handle all financial reports for Government contracts

## ORGANIZATIONAL JOB DUTIES:

- Play an active role in the Management Team for CCCAS
- Work in a team environment
- Provide idea generation to support the mission of CCCAS
- Have knowledge in Strategic Planning and Financial Forecasting
- Manage the Insurances needs of CCCAS serving as the liaison between CCCAS, applicable insurance companies and broker of the Agency
- Be the primary liaison to the Finance Committee of the Board of Directors
- Utilize external resources to assist in guiding best practices
- Provide oversight for the annual budget and investment portfolio for CCCAS

## About Catholic Charities Counseling & Adoption Services:

Employees of CCCAS will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of CCCAS. Employees will not publicly oppose the teachings of the Catholic Faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Diocese of Erie or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

## **COMPENSATION:**

Competitive, based on experience.

**DISCLAIMER:** The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed.

*CATHOLIC CHARITIES COUNSELING & ADOPTION SERVICES IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER and is committed to providing equal employment without regard to race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, legal domicile status, veteran status, disability, or AIDS/HIV status or any other characteristic protected under federal or state law.*