

***Diocese of Erie***  
St. Mark Catholic Center  
Position Profile

**Job Title:** Director of Financial Services  
**Department:** Financial Services  
**Location:** Erie (SMCC).  
**Reports to:** Chief Financial Officer  
**Cabinet:** Chief Financial Officer  
**Classification:** Salary  
**FLSA:** Exempt; Full-Time.  
**Budget:** 731  
**Date Created:** 4/29/2026 (updated)

## **PURPOSE/OBJECTIVE**

The Director of Financial Services oversees the financial operations of parishes and schools within the Roman Catholic Diocese of Erie. This role ensures that parish and school financial activities are conducted efficiently, consistently, and in compliance with diocesan policies, civil regulations, and best practices. The Director promotes faithful stewardship of assets, strengthens internal controls, and supports pastors, administrators, and diocesan leadership in maintaining financial integrity and sustainability.

## **RESPONSIBILITIES**

### **Financial Policies, Practices & Oversight**

- Maintain, interpret, and periodically propose revisions to *the Parish Financial Practice Policy Manual*, including the development and implementation of accounting standards and internal control procedures
- Provide guidance and respond to questions from pastors, parish staff, and school administrators regarding financial policies and procedures
- Manage the process for periodic on-site evaluations of parish and school financial operations to assess compliance, efficiency, and internal controls

### **Budgeting, Reporting & Financial Evaluation**

- Obtain, review, and analyze parish and school *Annual Budgets and Annual Financial Reports*
- Maintain and distribute the diocesan parish census and financial database
- Evaluate the financial performance of pastors and administrators when requested by the Bishop
- Prepare and deliver financial analyses, reports, and recommendations to diocesan leadership

## **Assessments, Collections & Revenue Oversight**

- Calculate and oversee diocesan parish and school assessments, including periodic review of assessment formulas
- Monitor assessment receivables and issue semiannual past-due assessment reports
- Work collaboratively with parishes to maximize collections, including negotiating payment arrangements when warranted

## **Retirement Plans & Benefits Administration**

- Supervise the operation of the diocesan *401(k) Retirement Plan* and serve as a Plan Administrator
- Ensure compliance with plan regulations and coordinate with external advisors and service providers

## **Diocesan Projects & Strategic Support**

- Complete special projects and reports as requested by the Bishop, Vicars, Chief Financial Officer, and Superintendent of Schools, including items such as:
  - Annual priest salary scale
  - Annual teacher salary scale
- Participate in ad hoc strategic committees as required
- Serve as a backup to the Controller by approving ACH and wire transfers and approving accounts payable memos

## **Risk Management, Compliance & Special Initiatives**

- Investigate reports of financial misconduct received through the diocesan website or other reporting mechanisms
- Assist in the administration of the *Pennsylvania Unemployment Compensation Program* for Catholic entities
- Assist with the review and approval of parish and school fundraising activities when required

## **INTERFACE**

### **Internal:**

- Bishop
- Vicars
- Diocesan leadership and staff

**External:**

- Pastors
- Parish and school administrators
- Business professionals, auditors, consultants, and other stakeholders as needed

**QUALIFICATIONS**

**Education:**

- Bachelor’s degree in Accounting or Finance required
- Certified Public Accountant (CPA) strongly preferred

**Experience:**

- Minimum of five (5) years of nonprofit accounting experience
- Experience working with decentralized organizations (e.g., parishes, schools, or affiliates) preferred

**COMPETENCIES**

- Ability to conduct financial evaluations and formal accounting audits
- Strong negotiation and tactful collection skills related to past-due assessments
- Excellent interpersonal and communication skills, with the ability to work effectively with individuals of varying financial expertise
- High level of integrity, discretion, and professional judgment
- Strong analytical and problem-solving abilities
- QuickBooks implementation experience a plus
- Information technology implementation experience a plus

**PHYSICAL CAPABILITIES/WORK ENVIRONMENT:**

Work in relatively quiet office environment; must be able to hear phone calls and respond; must be able to lift up to 25 pounds.

**Note:** The Diocese of Erie retains the discretion to add to or change the duties of the position at any time.

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Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Incumbent

\_\_\_\_\_  
Date