

Director of Financial Services

Roman Catholic Diocese of Erie

Erie, PA (SMCC) | Full-Time | Salaried | Exempt

Make Your Financial Leadership Matter

The Roman Catholic Diocese of Erie is seeking a **Director of Financial Services** to oversee and support the financial operations of diocesan parishes and schools. Reporting to the **Chief Financial Officer**, this leadership role ensures strong financial stewardship, compliance, and sustainability across a mission-driven organization.

Key Responsibilities

- Oversee parish and school financial policies, internal controls, and compliance
- Review and analyze annual budgets and financial reports
- Lead financial evaluations and on-site reviews
- Calculate and manage diocesan assessments and receivables
- Supervise the diocesan **401(k) Retirement Plan** as Plan Administrator
- Prepare financial analyses and recommendations for diocesan leadership
- Support strategic initiatives and special projects as requested

Qualifications

- Bachelor's degree in Accounting or Finance (required)
- CPA strongly preferred
- 5+ years of nonprofit accounting experience
- Experience with decentralized organizations preferred
- Strong analytical, communication, and leadership skills
- High integrity and sound professional judgment

Why Join Us?

- Mission-driven work with meaningful impact
- Collaborative leadership environment
- Opportunity to support parishes, schools, and diocesan leadership

Apply today and help strengthen financial stewardship in service of faith and community.

Application Deadline for Best Consideration: June 15, 2026

Submit cover letter, résumé (with references), and application form

Learn more and apply: <https://www.eriecd.org/employment.html>

Applications will be accepted until the position is filled.

1. Scan and email all materials to: hrinfo@eriercd.org, or
2. Complete the application on-line at <https://www.eriercd.org/employment.html>; send resume and cover letter to hrinfo@eriercd.org, or
3. Mail to Attn: Human Resources - Director of Financial Services Search, 429 E Grandview Blvd., Erie, PA 16504