

Director of Parish and School Financial Services

The Diocese of Erie is looking for an organized, dedicated, and detailed candidate for the position of Director of Parish and School Financial Services. As the Director, the candidate would be responsible for overseeing the financial operation of all parishes and schools in the Roman Catholic Diocese of Erie and ensuring that they are operating efficiently and that their assets are properly safeguarded. The primary responsibilities include: periodically evaluating the financial operation of all parishes and schools through on-site visits; obtaining and reviewing the parish and school Annual Budgets and Annual Reports; calculating/overseeing the various parish and school assessments and periodically reviewing the formulas; collaborating with the school system chief financial officers on school financial matters as needed and proposing revisions of the school financial policies, as necessary.

Qualifications

Must have a minimum of a bachelor's degree in Accounting or Finance; CPA preferred. Minimum of five years of non-profit accounting with auditing background.

Must be able to conduct financial evaluations and formal accounting audits as required. Must also have strong interpersonal skills in dealing with personnel with various skill sets. IT implementation background a plus.

To Apply:

For best consideration, please apply by **October 14, 2022**. Applications will be accepted until the position is filled. Full position profile and application may be found at <https://www.eriecd.org/employment.html>.

Applicants must submit a cover letter, resume, certifications, references and a signed and completed job Application Form in one of two ways:

- 1) Email all materials to: hrinfo@eriecd.org. (Application form must be scanned, completed, signed, and scanned.)
- 2) Mail to HR, Attn: Director of Parish and School Financial Services Search, 429 East Grandview Blvd., Erie, PA 16504