

## CHIEF FINANCIAL OFFICER

The Diocese of Erie is seeking a dynamic, creative, organized, and collaborative person to become our next Chief Financial Officer. The ideal candidate must have extensive experience in managing financial operations in a long-standing corporation - nonprofit experience is a plus. Their background should include excellent communication skills, knowledge of budgeting and auditing, data analysis, and performance management.

Some of the essential functions of the position include: collaborating with diocesan leadership to ensure that the financial assets of the diocese are properly administered; overseeing the Office of Financial Services which includes accounting and budgeting, vigilance over parish and school finances, information technology services, risk management, property/facilities management, and purchasing; coordinating the evaluation and implementation of benefits for the diocese and affiliated organizations, and designing investment strategies, securing professional managers, and monitoring points for diocesan endowment funds, priest retirement plan, and other designated funds.

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/employment.html>. 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: [hrinfo@eriercd.org](mailto:hrinfo@eriercd.org). (Application form must be scanned, completed, and signed.) or,
- 2) Mail to Attn: Human Resources, Chief Financial Officer Search, 429 East Grandview Blvd., Erie, PA 16504