

Diocese of Erie
St. Mark Catholic Center
Position Profile

Title: Chief Financial Officer Incumbent: _____

Reports to: Bishop of Erie

Incumbent Signature Date

Approved by: _____

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|--------------------------------------|-------------------------------------|
| <input type="checkbox"/> Exempt | <input type="checkbox"/> Non-Exempt |
| <input type="checkbox"/> Ministerial | |
| <input type="checkbox"/> Full-Time | <input type="checkbox"/> Part-Time |

Revision Date: _____

OBJECTIVE: The Chief Financial Officer (CFO) is appointed by the bishop to fulfill the particular responsibilities of finance officer as specified under the Code of Canon law, as well as to perform other duties designated by the bishop. The CFO is responsible for the overall financial operations and strategy for the diocese and for fostering the diocesan mission as a professional, honest, and prudent resource.

➤ **Primary Duties and Responsibilities:**

The essential functions of the position include, but are not limited to, the following:

- Work in collaboration with the bishop, vicar general, chancellor, and various consultative bodies, including the Diocesan Finance Council, College of Consultors, Presbyteral Council, Administrative Cabinet, and Priests' Retirement Board to ensure that the financial assets of the diocese are properly administered. This includes evaluating opportunities and strategies for improvement of resources utilization and submitting associated recommendations to the bishop and diocesan leadership.
- Directly oversee 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.
- Lead the preparation, approval, and ongoing review of the annual operating and capital expenditures budgets for the Central Administration offices of the diocese.
- Arrange for the preparation of the annual audited financial statements of the Central Administrative Offices of the diocese as well as interim reports for review and approval by the bishop, diocesan leadership, and Diocesan Finance Council. Prepare periodic reports on the financial condition of the diocese for dissemination to the general diocesan community and/or various special interest groups.

- Monitor the financial status of the parishes, schools, and agencies of the diocese through a system of periodic reporting and ongoing internal evaluation program. Appraise diocesan leadership of problem situations, present strategies for resolving them, and initiate follow-up action as required.
- Develop appropriate policies, procedures, and guidelines pertaining to financial systems and controls. Obtain proper approvals for them and cooperate with diocesan administrators and pastors in interpreting and implementing them.
- Secure necessary property and casualty insurance coverage for the diocese, and other entities as provided for in service agreements. Confer with brokers, third party administrators, risk managers, and others on all insurance related matters make decisions as appropriate.
- Design investment strategies, secure professional managers, and monitor points for diocesan endowment funds, priest retirement plan, and other designated funds. Communicate regularly with consultant(s), portfolio manager(s), and investment committee. Review results and evaluate possible strategy changes as required.
- Optimize the cash position and cash flow of the diocese by handling its short-term investments and credit agreements.
- Administer employee benefit programs provided for diocesan clergy and lay employees including retirement plans, health insurance, disability and life insurance, and unemployment compensation.
- Serve as contact person for the diocese in its relationships with legal counsel, commercial and investment banks, financial services providers, and certain governmental and regulatory agencies. Interact with legal counsel on civil law matters, including litigation, tax and regulatory questions, estates, and other issues and concerns facing the diocese.
- Oversee the development, implementation, and maintenance of the information technology system at St. Mark Catholic Center, as well as certain computer applications made available to external locations.
- Oversee the management and use of St. Mark Catholic Center physical plant and certain other real properties of the diocese. Negotiate applicable leases and other agreements.
- Participate on a variety of diocesan and related boards and committees either as an active member or as a resource person representing the financial interests of the diocese.
- Represent the Diocese of Erie at regular or special purpose meetings of the national and state diocesan fiscal management organizations. Serve on national and state ‘ad-hoc’ committees/task forces, as appropriate.
- Meet regularly with Financial Services personnel to plan, organize, and review ongoing activities and programs, resolve problems, and exchange information and ideas on pertinent topics and issues. Conduct performance reviews, establish job goals, and provide opportunities for training and professional growth as appropriate for various work projects and assignments.

➤ **QUALIFICATIONS: Education and Experience.**

- Undergraduate degree in accounting, finance, economics, or business administration required. MBA and/or CPA would be desirable.
- Ten plus years of progressive financial management and accounting experience including financial systems, non-profit reporting standards and practices, and supervision of professional staff.
- Knowledge and training in investments, insurance, business law, computer systems and applications, employee benefits, and properties.
- Demonstrated proficiency in Microsoft Office Applications.

➤ **COMPETENCIES: Knowledge, Skills and Abilities**

- Practicing Catholic in good standing with the Church. Demonstrate a commitment to the mission and values of the Church and its teachings.
- Impeccable trust and honesty and ability to handle confidential information appropriately.
- Collaborative team player who participates in identifying the strategic direction of the diocese and supports the goals and decisions of the bishop and diocesan leadership.
- Ability to communicate effectively and present clearly financial reports and fiscal concepts to diverse groups and individuals within the diocesan community, both orally and in writing.
- Possess a creative and quick intellect with capability of developing and implementing effective fiscal policies, procedures, principles, and practices.
- Flexibility to work some evenings and weekends and to travel to parishes/schools or to attend meetings and conferences.
- Some minimal overnight travel is expected.