



CATHOLIC DIOCESE OF SALINA

www.salinadiocese.org

Chief Financial Officer

Posted: September 15, 2018 **Terms:** Full Time Employee
Expires: Until Position is Filled **Experience:** 10+ years
Location: Salina, Kansas **Education:** Undergraduate Degree/CPA
Licensure Strongly Desired
Category: Accounting/Finance **Base Pay:** Salary/Commensurate with
Education and Experience

Job Description

- The Chief Financial Officer (CFO) is the principal advisor to the Bishop of Salina in matters of finance in cooperation with the Diocesan Finance Council. The CFO is responsible for administering the temporal goods of the diocese under the authority of the Bishop, in accordance with the plan of the Diocesan Finance Council, and to make those payments from diocesan funds which the Bishop or his delegates have legitimately authorized.

The CFO serves as a resource person to parishes in financial and related matters while evaluating, updating, and ensuring compliance of financial policies and procedures for the parishes, schools and other juridic persons under the oversight of the Bishop, advancing sound practices for the care of the temporal goods of the Church.

Job Duties and Responsibilities:

- Act as the primary financial advisor to the Bishop and his advisory committees, including but not limited to the Bishop's Executive Committee, College of Consultors and Diocesan Finance Council.
- Collaborate with the Bishop's Executive Committee, College of Consultors, and the Diocesan Finance Council members in determining short and long-range diocesan financial plans and operating budget priorities.

- Prepare budgets and spending processes to ensure the efficient spending as well as proper allocation and efficient monitoring of diocesan funds. Reset the budgets for diocesan departments based on actual levels of income and spending throughout the year.
- Manage and oversee the administrative and operational functions of the Department of Finance while delegating duties and maintaining a formal means of accountability for all Chancery Departments.
- Provide oversight and guidance to Department of Finance staff in setting and prioritizing objectives.
- Assist the Bishop in his canonical responsibility to supervise the administration of the assets of diocesan parishes, schools, and Catholic Charities.
- Recommend and oversee the implementation of financial and accounting systems for parishes, schools, and Catholic Charities. Provide an appropriate level of diocesan oversight by reviewing annual reports as well as maintain and monitor parish savings accounts and endowment accounts.
- Direct the completion of the diocese, parish, school, and Catholic Charities audits as needed or when requested in accordance with generally accepted accounting practices. Review the findings of the audits and make recommendations to resolve any concerns discovered in the audit. Follow-up as needed.
- Assist parishes, schools, and Catholic Charities in developing and implementing appropriate policies and procedures for internal controls, accounting, and finance.
- Ensure that all diocesan funds are properly invested and managed; evaluate investment alternatives and make recommendations to the Bishop and the Finance Council as appropriate.
- Oversee the development and administration of capital projects which includes approving and overseeing loans so parishes can complete capital building projects.
- Collaborate with the Bishop and Vicar General, and appropriate diocesan committees in reviewing parish proposals for building or renovation.
- Oversee the administration of risk management to include property, liability, and casualty insurance coverage as well as maintain a history of physical improvements to diocesan buildings.
- Oversee the administration of diocesan pension plans, the diocesan employee health plan, the management of disbursements of clergy retirement pay, and the management of all farms and oil leases for the Diocese.
- Oversee the payroll system for chancery, all parishes, schools, and Catholic Charities who participate in the payroll system.
- Strategically assist in managing diocesan debt and debt capacity consistent with changes and trends in market conditions.
- Assist the Director of Stewardship and Development with the Catholic Community Annual Appeal (CCAA). Assist pastors and PLC's in establishing appropriate fund-raising goals for parishes.
- Educate the pastors and PLC's on parish and personal finance by offering seminars semi-annually.
- Serve on the Diocesan Finance Council, Diocesan Investment Committee, Diocesan Art and Architecture Commission, Clergy Health and Retirement Board, Lay employee 401(k) Plan, Bishop's Executive Committee, Diocesan Development Board, Catholic Community

Foundation Board, Sunflower Adult Care Board, as well as other boards assigned by the Bishop.

- Maintain a high level of contact and effective communication with pastors and PLC's, parish staffs, schools, Catholic Charities, external organizations and finance councils as well as diocesan colleagues throughout the state.
- Maintain ALL information as confidential.
- Other duties as assigned by the Bishop.

The above list reflects the general details considered necessary to describe the primary functions of the job identified, and shall not be construed as a detailed description of all of the work requirements that may be inherent in the job, or assigned by the Bishop.

Qualifications:

- Undergraduate degree with a preference for advanced degree(s) in accounting and/or finance. CPA licensure is desired.
- A minimum of ten (10) years experience with responsibilities in leadership positions in accounting and finance, with an excellent performance record.
- Administrative leadership experience, preferably in the Catholic Church, including working with consultative bodies, supervision, accounting, investing, and borrowing.
- Advance knowledge of budgeting principles and practices, accounting principles, investment, and financial reporting methodologies.
- Experience preferred in the following areas: financial audits, property management, employee benefits and insurance.
- Preference for candidate's familiar with the Code of Canon Law related to temporal goods.
- Strong history of exceptional interpersonal skills, both with co-workers and clients.
- Excellent presentation, verbal and written communication skills.
- Practicing Catholic in good standing.

Working Conditions: The position is full time and is classified as an exempt position. It will require occasional evening and weekend work and travel.

Salary: Salary commensurate with education and experience.

Benefits: This full time position offers competitive medical, retirement, vacation and sick leave benefits.

Applicant must meet diocesan Safe Environment requirements: Successfully complete a

criminal background check and obtain certification in the diocesan Safe Environment training provided by the Office for Safety and Security.

Please send resume, cover letter, a pastor's letter of support and application to the Catholic Diocese of Salina c/o Fr. Keith Weber, P.O. Box 8746, Salina, KS 67402-8746 or email to keith.weber@salinadiocese.org

About the Employer

The Catholic Diocese of Salina, formerly the Catholic Diocese of Concordia, was established on August 2, 1887. It was moved from Concordia to Salina on December 23, 1944. The counties included in this diocese are Cheyenne, Sherman, Wallace, Logan, Thomas, Rawlins, Decatur, Sheridan, Gove, Trego, Graham, Norton, Phillips, Rooks, Ellis, Russell, Osborne, Smith, Jewel, Mitchell, Lincoln, Ellsworth, Saline, Ottawa, Cloud, Republic, Washington, Clay, Dickinson, Geary, and Riley. It covers 26,685 square miles and has a Catholic population of approximately 46,671 out of a total population of 315,983 (14.7%). Bishop Gerald (Jerry) Vincke is currently serving as the 12th Bishop of the Catholic Diocese of Salina. Bishop Vincke's ordination and installation occurred on August 22, 2018 at the Sacred Heart Cathedral in Salina, Kansas.