

CATHOLIC CHARITIES, DIOCESE OF PUEBLO
POSITION DESCRIPTION

POSITION TITLE: Chief Financial Officer

IDENTIFYING INFORMATION:

Schedule: Full time
Status: Exempt
Reports to: Executive Director

POSITION SUMMARY

The Chief Financial Officer is responsible for the overall financial operations and strategy for Catholic Charities and for fostering the professional, honest and prudent use of its resources in carrying out the mission. The Chief Financial Officer is responsible for the overall financial management and oversight of all financial and related functions including budgeting, accounting, investments, development, construction and information systems. He or she strengthens the goals and objectives of Catholic Charities. The Chief Financial Officer is expected to exercise judgment and initiative in performance of day-today functions to work cooperatively with staff, department heads and board of directors.

POSITION DUTIES AND RESPONSIBILITIES

- Analyze and make recommendations pertaining to all financial decisions and questions related to Catholic Charities and affiliated entities.
- Oversees preparation and monitoring of the annual budget. Make recommendations as to available resources and financial limitations.
- Develop appropriate recommendations for policies, procedures and guidelines pertaining to financial systems and financial controls. Collaborate with department heads in implementing, interpreting and monitoring them.
- Implement and evaluate financial policies and practices of Catholic Charities to ensure financial goals and objectives are met in accordance with Catholic Charities policies and government regulations.
- Oversees all compliance, reporting and recognition for government (federal and state) contracts and private grants.
- Prepare monthly, quarterly and annual financial statements for board of directors and appropriate external organizations.
- Monitor financial status of departments within Catholic Charities through a system of periodic reporting and internal evaluation program. Apprise leadership of problem situations, present strategies for resolving them and carry out follow-up action as directed by Executive Director and board of directors.
- Serves as primary contact person for Catholic Charities in its relationships with commercial and investment banks, financial services providers, and certain government and regulatory agencies.
- Oversees other financial programs including the accounting functions for budgeting, payroll, employee benefits, risk management, accounts receivable, and accounts payable.
- Oversee the planning and completion of annual audit process.
- Administer internal audit program including internal controls, design, implementation and follow up.
- Provide direction and supervision for the finance department personnel and their work..

- Assist in reviewing all contracts, deeds, affidavits and the legal documents submitted to the board of directors and Executive Director for execution.

QUALIFICATIONS TO PERFORM THE JOB SUCCESSFULLY:

Education and Experience:

- Bachelor degree in Finance, Business Administration or Accounting.
- One or more of the following credentials desired; Certified Public Accountant, Masters degree in Accounting, Finance or relevant business discipline, Certified Management Accountant designation.
- Eight to ten years of professional experience with multiple responsibilities in leadership positions in accounting or finance.
- Eight to ten years of progressive financial management and accounting experience including financial systems, not-for-profit reporting standards and practices and supervision of professional staff.
- Knowledge and training in investments, insurance, business law, employee benefits, risk management and operating and capital budgeting principles.
- Advanced knowledge of budgeting principles and practices (including use of spreadsheet software), accounting principles, investment and financial reporting methodologies.
- Proficiency in Microsoft Office and other appropriate computer applications.

Knowledge, Skills and Abilities demonstrating applications of the following:

- Ability to process and maintain complex financial information with an extremely high degree of accuracy following accepted accounting principles.
- Conveys a high degree of credibility and possess a reputation as a knowledgeable financial and administrative professional.
- Strong leadership and managerial capabilities that are applied in a balanced way to best organize, direct and lead a team.
- Ability to manage competing priorities effectively.
- Impeccable trust and honesty and ability to handle confidential information appropriately.
- Collaborative team player who participates in identifying the strategic direction of Catholic Charities and supports the goals and decision of leadership.
- Ability to communicate effectively and present clearly financial reports and fiscal concepts to diverse groups of individuals both orally and in writing.
- Possess a creative and quick intellect with capability of developing and implementing effective fiscal policies, procedures, principles and practices.
- Must have a high degree of flexibility, the ability to work on multiple projects simultaneously, and a high level of independent thought and initiative.
- Stays abreast of industry best practices and demonstrates a tendency towards exploring and applying new ways of doing business that add value.

Supervisory Responsibility:

- Responsibilities include oversight of Human Resources, the finance department personnel and their work.

Work Environment and Related Activities:

- While performing the duties of this job, the employee will work in an individual office with a door. The noise level is quiet. The duties of this job may require the employee to work in an off-site location outside regular business hours.
- Work may require occasional travel with weekend and/or evening work.
- While performing the duties of this job, the employee is regularly required to sit for extended periods of time, use hands in repetitive motion tasks, handle objects and talk or hear. The employee is occasionally required to stand or move about and reach with hands and arms. Vision abilities required include close vision, depth perception and ability to adjust focus.

Other Requirements:

- Must be able to pass a criminal background investigation
- Must have good driving record, current Colorado Driver's License and automobile insurance

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.