



Catholic Diocese of Saginaw

CHIEF FINANCIAL OFFICER

TITLE: Chief Financial Officer
REPORTS TO: Bishop of the Diocese of Saginaw

FLSA Status: Exempt
February 2024

POSITION SUMMARY

The Chief Financial Officer exists in accordance with Canon Law (c.494) and supports the ministry of the Bishop of Saginaw by managing the finances of the Diocese of Saginaw in order to sustain the mission and goals of the Diocese. The Chief Finance Officer is responsible, under the authority of the Bishop, to exercise careful vigilance over the administration of the temporal goods of the Diocese. This position is a canonical appointment by the Bishop for a renewable five-year term.

PRINCIPAL DUTIES AND RESPONSIBILITIES

- ❖ Act as the primary diocesan financial advisor to the Bishop and his advisory committees, including the Diocesan Finance Council.
- ❖ Serves as a member of the Bishop's Executive Leadership Team in determining long-range diocesan mission, plans and priorities.
- ❖ Collaborates with the Diocesan Finance Council to accomplish long-range financial planning for the Diocese.
- ❖ Oversees the development and preparation of financial studies, plans, budgets, forecasts, and analyses to assist diocesan leadership in making sound and appropriate financial decisions affecting the overall mission of the Diocese.
- ❖ Through the Inter-Parish Deposit and Loan Committee, ensures that all diocesan funds are strategically managed and properly invested. Appropriately manage debt and debt capacity consistent with changes and trends in market conditions.
- ❖ Leads the evaluation, analysis and implementation of financial programs and procedures that will improve and enhance the Diocese's fiscal performance. Ensures that financial goals and objectives are met in accordance with Canon Law and governmental regulations. This includes financial policies and procedures, auditing, internal controls, and technological advancements.
- ❖ Oversees the preparation, analysis, and reporting of the annual budget. In accordance with Canon 494§1, renders a year-end account of all receipts, disbursements, and budget position for the Diocese.
- ❖ Supervises and oversees the annual Christ Mission Appeal, including the calculation of the parish assessments in partnership with the Director of Stewardship and Development.
- ❖ Remains informed on issues that have potential fiscal impact on the Diocese from local community concerns, Provincial concerns in cooperation with the Michigan Catholic Conference, and national/international concerns through the USCCB and beyond to the universal level of the Church.
- ❖ In consultation with the Office of Administrative Services, reviews building and renovation issues at parishes and schools, including building, purchasing, repair and renovation, and loan application for the same.

KNOWLEDGE AND EXPERIENCE REQUIREMENTS

- ❖ Minimum five (5) years of proven experience as a leader in fiscal management required. Career progression from public accounting to non-profit financial leadership experience desirable.
- ❖ Mission Driven: A practicing Catholic in good standing with a strong commitment to the mission of the Catholic Church. Possesses a high level of integrity, honesty, discretion, and professionalism.
- ❖ Forward Thinking: A dynamic leader possessing the ability to recognize strategic opportunities for the Diocese and employ and develop them from both existing and new resources.

- ❖ Service Oriented: A servant leader who possesses the ability to build and maintain strong relationships with diocesan colleagues, the presbyterate, parish staff and leadership throughout the Diocese.

EDUCATION

- ❖ Undergraduate degree in accounting, business administration, or finance. Master's degree or CPA (Certified Public Accountant) preferred.
- ❖ Active member of nationally recognized professional organization(s) relevant to the position.
- ❖ Proficient in Microsoft Word, Excel, Adobe, Outlook, and PowerPoint.
- ❖ Proficient in financial software systems and fund accounting software.

SUPERVISORY RESPONSIBILITY

Supervises the employees of the Department of Finance/IT and oversees the Office of Catholic Cemeteries.

OTHER REQUIREMENTS

- ❖ Exhibits superior written and oral communication skills and presents information in a comprehensive and cohesive manner.
- ❖ Must be able to meet the physical requirements of the job which include but are not limited to frequent lifting or moving of up to ten (10) pounds, occasional lifting or moving of up to twenty-five (25) pounds, frequent sitting, repetitive use of hands as well as some standing, stooping, and bending.
- ❖ Occasional demands of traveling/driving long distances.
- ❖ Work is done primarily in an office and onsite. Schedule is typically Monday through Friday with nights and weekends as required.

The above statements describe the general nature and level of work of the position. They are not an exhaustive list of all responsibilities and requirements.