

**DIOCESE OF BIRMINGHAM IN ALABAMA**  
**Chancery**

<b>Position Title</b>	<i>Chief Financial Officer</i>
<b>Office</b>	<i>Finance</i>
<b>Immediate Supervisor</b>	<i>Moderator of the Curia</i>
<b>Position Status</b>	<i>Exempt, Full-time Regular, Benefits Eligible</i>
<b>(Regular) Work Schedule</b>	<i>Monday – Friday, 8:30 a.m. – 4:30 p.m.</i>

**Position Summary:**

The Chief Financial Officer (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. The position is appointed by the Bishop to fulfill the particular financial affairs of the diocese as specified under the Code of Canon Law, as well as to perform other duties designated by the Bishop.

Under the authority of the Bishop, it is for the CFO to administer the goods of the diocese in accord with the budget determined by the Diocesan Finance Council (DFC) and, from the income of the diocese, to meet expenses which the Bishop or others designated by him have legitimately authorized (cf. can. 494, §3).

The person in this position is called to provide a Christian, compassionate, and professional personality in all aspects of day-to-day operations, with complete confidentiality, and must be a team player who will share and participate in the vision and goals of the Bishop and of the diocese.

Along with being governed by civil employment regulations, the position of Chief Financial Officer is an ecclesiastical office governed by the provisions of the Code of Canon Law.

**Essential Functions:**

- Under authority of the Bishop, directs, manages, and supervises the financial operations of the diocesan administrative offices
- Ensures that financial goals and objectives, based on the diocesan mission as determined by the Bishop, are met and are in accordance with canon law, established diocesan policy and procedure, and civil and governmental regulations
- Oversees the administrative and financial functions of the Diocesan Finance Office while delegating duties and maintaining a formal means of accountability for the staff of the Finance Office
- Assists the DFC in establishing a budget of the income and expenditures which are foreseen for the entire governance of the diocese in the coming year by overseeing, in conjunction with the Bishop and the Moderator of the Curia, the preparation of the annual budget of the diocesan administrative offices (cf. can. 493).

- Monitors the financial execution of the diocesan administrative offices annual budget, makes recommendations as to available resources and financial limitations, implements sound internal accounting controls, and ensures effective communication of these controls
- Ensures preparation of monthly, quarterly, and annual financial statements for diocesan administrative offices, diocesan officials, DFC (cf. can. 494, §4), and appropriate external organizations
- Proposes internal policies and procedures to be enacted for the execution of the budget of the diocesan administrative offices, as well as policies and procedures for the acquisition, administration and alienation of goods pertaining to the diocese and its entities; ensures effective communication and implementation of the policies and procedures enacted.
- Oversees all receipt and disbursement activity for the diocesan administrative offices
- Oversees the diocesan centralized payroll system
- Oversees Chancery information system management
- Oversees risk management for all diocesan entities
- Oversees internal audit program for all diocesan entities, ensuring that financial internal controls are adequate and functioning
- Serves as staff to and works in collaboration with the DFC, committees of the DFC, and other consultative bodies established by the Bishop and Canon Law as required
- Oversees, monitors, and manages all investments of the diocese, including the acquisition and disposal of real property, stocks, bonds, and other financial instruments
- Manages the diocesan self-insured insurance and benefit program loss funds
- Develops and maintains liaison relationships with investment managers and bank custodians
- Serves as liaison with the third-party commercial insurance broker and oversees the diocesan commercial insurance program
  - Coordinates the annual diocesan audit process in conjunction with the Financial Controller and outside accounting firm
- Analyzes parish/school financial information for construction/renovation projects presented to the Bishop, College of Consultors, and diocesan Finance Council
- Maintains a high level of contact with entities throughout the diocese, especially with Pastors and their parish staffs and finance councils.
- Engages and interacts with legal counsel on issues pertaining to diocesan financial and administrative affairs and represent the diocese regarding financial matters with government agencies

<b>Required Knowledge, Skills, and Abilities:</b>
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- Bachelor's degree in a business-related field, finance, and/or accounting from an accredited institution
- Certified Public Accountant (CPA) with current credentials desired
- Minimum of six years of executive level experience in financial management or related work experience, preferably in a non-profit/religious environment
- Practicing Catholic in good standing with the Church
- Expert in financial affairs and absolutely distinguished for honesty (Canon 494, Code of Canon Law)
- Possesses a valid drivers' license
- Creative and quick intellect, coupled with strong business judgment

- Ability to maintain absolute confidentiality
- Advanced knowledge of budgeting principles and practices, accounting principles, investment and financial reporting methodologies
- Strong organizational, administrative, interpersonal, and leadership skills
- Knowledge of and experience in current office-related computer system(s), including but not limited to WORD, EXCEL, OUTLOOK programs.
- Ability to clearly communicate and interact with the many different persons who will be in contact with the office, both internally and externally
- Maintains up-to-date personal certification for the diocesan Safe Environment program

#### **Job Conditions / Physical Demands:**

*(The following are representative of the physical capabilities that must be met by an employee and the working conditions that any employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)*

- Ability to push, pull, lift, and carry items up to 30 pounds
- While performing the duties of this job, employee is required to sit, stand, stoop, walk, talk, hear, reach, and perform repetitive motions of the fingers, hands, and wrists
- Work is performed in an office setting, with periods of high stress
- Employee is required to do extensive close computer work
- May be called upon to perform work/attend meetings at times other than noted above, when necessary, which may require some travel

***I understand that the above statements are intended to describe the general nature and level of work required of this position. This is not meant to be an exhaustive list of all responsibilities, duties, and skills required. Persons with disabilities may receive reasonable accommodations for performing the essential duties. Duties and responsibilities are subject to change as the needs and requirements of the office change, as determined by the Immediate Supervisor, in consultation with the Moderator of the Curia and Director of Human Resources.***