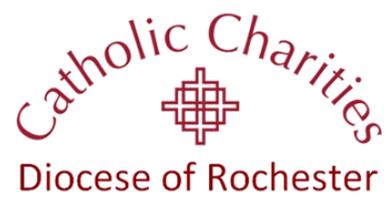


Chief Financial Officer
Position Profile



Catholic Charities Overview

Catholic Charities of the Diocese of Rochester was founded in 1917 with a mission to build a just and compassionate society to advance the dignity of all people. We serve our neighbors across the 12-county Rochester Diocese through six divisions with over 70 program sites and a \$95M total annual budget. Catholic Charities of the Diocese of Rochester is one of the ten largest Catholic Charities organizations in the United States.

Inspired by the Gospel and rooted in Catholic Social Teaching, Catholic Charities of the Diocese of Rochester meets basic needs; advances economic security; pursues housing solutions; strengthens families and children; delivers compassionate mental health and addiction care; supports individuals with intellectual and developmental disabilities; welcomes immigrants and refugees, and more.

Recognizing the importance of transforming systems that contribute to inequity in our communities, Catholic Charities is also a powerful advocate for social justice.

Catholic Charities offers a mission-centered work environment that values innovation and teamwork. Our success is measured by the impact of our work for the individuals and communities we serve.

Chief Financial Officer | Position Profile

Position Summary

Catholic Charities seeks a mission-focused, strategic and results-oriented individual to serve as Chief Financial Officer.

The CFO plays a critical role in developing and implementing financial strategies for Catholic Charities of the Diocese of Rochester. As a member of the Leadership Team, the CFO advises on all strategic and tactical matters as they relate to budgeting, financial forecasting, accounting and financial reporting for the corporation and all agency divisions.

The CFO is responsible for all financial matters of Catholic Charities and is expected to create plans, systems, and approaches that will enhance the management and deployment of resources. This position will support the development of a business model that optimizes impact and ensures financial resilience for the organization. The CFO is responsible for the fiscal management of Catholic Charities' Central Office.

Essential Duties and Responsibilities

1. In conjunction with the President and Diocesan Director, provide leadership for agency wide development and implementation of corporate strategy.
2. Provide strategic direction for short-term and long-term financial planning.
3. Provide strategic management of the accounting and finance functions.
4. Maintain executive responsibility for financial operations.
5. Oversee all treasury operations for the agency, including banking activities across all divisions, managing investments within the policy parameters established by Board policy, and management of short-term and long-term debt for the agency and its divisions.
6. Oversee development, implementation and enforcement of financial policies, procedures, and internal controls, including future policies and procedures that would enhance the fiscal and general operations of all divisions in the Corporation.
7. Oversee the development and implementation of corporation-wide budgets. Regularly review the current financial status/analyses and forecasts of all divisions. Follow up with division leaders on significant trends and variances to budget and provide financial management counsel to division leaders as needed.
8. Lead development of personnel on the Finance team.
9. Consolidate division budgets for presentation to the CCDOR Finance Committee and Board.
10. Consolidate financial results and prepare financial reports for the President and Diocesan Director, Finance Committee and Board.
11. Coordinate the development and implementation of budget for departments under the Office of the President & Diocesan Director and determine allocation of costs to the agencies.
 - Meet with Central Office department heads, at least quarterly, to review budget to actual results.
 - Oversee the preparation of regular financial reporting for the President & Diocesan Director.
12. Act as the management liaison to the CCDOR and other agencies' Finance and Audit & Compliance Committee Chairpersons. Attend CCDOR Board meetings and other agency Board meetings as required.
13. Manage and oversee the relationship with the independent auditor including the scheduling and completion of the independent audit for CCDOR and its divisions, the CCDOR Retirement Plan Audit, Single Audit, 990 tax return and all other external reports
14. Ensure the maintenance of financial records and accounting systems to ensure compliance with all regulations, generally accepted accounting practices and contractual requirements.
15. Identify and manage business risks and all insurance related issues for the agency
 - Works with the external risk managers to minimize risk throughout the agency
 - Coordinates the insurance annual renewal process
 - Participates on the Diocesan Risk Management Committee as CCDOR representative
16. Collaborate with Executive Staff on development of personnel practices, administrative policies and procedures, internal and external communications to staff.

Position Attributes

- Demonstrable passion for the mission of Catholic Charities of the Diocese of Rochester
- Integrity, compassion, strong service mentality.
- Seasoned leader, with evidence of having worked as a true business partner to the chief executive of an organization.
- Strong analytical skills to determine trends and improvement opportunities.
- Results oriented with a track record of accountability and achievement of goals.
- Consultative approach in working with colleagues on opportunities to improve.
- Ability to rapidly change and adapt to new situations or issues that arise.
- Effective communicator at all levels in the organization, with strong oral and written skills and a practice of sharing information proactively.
- Able to understand complex financial and related information and communicate same in layman's terms for colleagues, partners and the community.
- Must be able to interact successfully with all levels of staff at Catholic Charities Central Office and its divisions, as well as the Diocese of Rochester.

Position Qualifications

Bachelor's degree required; Master's degree preferred. Certified Public Accountant (CPA) and public accounting experience is highly valuable.

Ten years progressively responsible experience in financial management. Minimum of five years in a senior management role.

Accounting experience in a non-profit environment and familiarity with Federal and New York State funding models preferred.

Familiar with the role of technology in enabling and strengthening operational effectiveness and efficiency.

Compensation and Benefits

Salary will be commensurate with candidate experience and education. Employees at Catholic Charities are eligible for a robust benefit package.

Apply

Interested applicants should submit a cover letter and resume at <https://cc.dor.org/positions/>