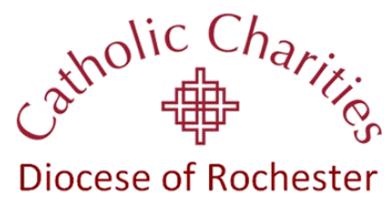


Vice President of Financial Operations
Position Profile



Catholic Charities of the Diocese of Rochester | 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 80 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.

Vice President of Financial Operations | Position Profile

Position Summary

Catholic Charities seeks a mission-focused individual with strong fiscal management background to serve as Vice President of Financial Operations.

The VP of Financial Operations is responsible for the day-to-day financial operations of the Catholic Charities corporation and its divisions. This position oversees activities related to budgeting, forecasting, cash management, accounting and financial reporting.

This position will also provide financial leadership for Catholic Charities' largest division, Catholic Charities Family and Community Services (CCFCS).

The VP of Financial Operations is expected to recommend plans, systems, and approaches that will enhance the management and deployment of resources. As a member of the corporate finance leadership team, the VP will be a resource to all division directors, assisting them with financial plans and analysis, and providing recommendations to strengthen performance.

This position reports directly to the Chief Financial Officer for Catholic Charities of the Diocese of Rochester and is responsible for leading the finance staff team who provide financial support to the six divisions of the Catholic Charities corporation.

Essential Duties and Responsibilities

1. Provides financial leadership for the Catholic Charities corporation and its divisions.
 - Actively manages the personnel and systems who execute day-to-day accounting & financial and treasury operations
 - Leads the corporation's Finance team, establishing a high performing organization and a collaborative culture.
 - In conjunction with the Chief Financial Officer, coordinates the scheduling and completion of the independent audit for Catholic Charities of the Diocese of Rochester and its divisions, the Catholic Charities Diocese of Rochester Retirement Plan, Single Audit, 990 tax return and all other external reports.
 - Ensures the maintenance of financial records and accounting systems to ensure compliance with all regulations, generally accepted accounting practices and contractual requirements.
 - Oversees development, implementation and enforcement of financial policies, procedures, and internal controls.
2. Provides financial leadership for Catholic Charities Family & Community services (CCFCS), the largest division of Catholic Charities of the Diocese of Rochester.
 - Participates on the Senior Executive Team of CCFCS and attends Senior Executive Team meetings. In conjunction with CCFCS' President and CEO, provides leadership for implementation of CCFCS' strategic plan.
 - Provides staff support to CCFCS' Board Finance Committee Chairperson. Attends CCFCS Board and Compliance Committee meetings and other CCFCS Board meetings as required.
 - Oversees the CCFCS monthly closing process and preparation of CCFCS financial reports for the President & CEO, the Finance Committee and the Board.
 - Oversees and provides leadership for the annual budget process.
 - Provides analytical and strategic support to the CCFCS President & CEO, Chief Program Officer, Chief Administrative Officers and Vice Presidents.
 - Along with the CCFCS President & CEO, acts as Fiduciary/Trustee for the Adult Guardianship and Trust Program: Responsibilities include:
 - Manages finance staff responsible for client financial transactions
 - In conjunction with the program staff, ensures timely completion of annual Accountings
 - Ensures proper management of client assets and investments
 - Ensures timely completion of client tax returns including engagement and coordination of third-party tax preparers
 - Managing client investments to ensure maximization of returns with appropriate risk
 - On behalf of CCFCS, provides financial support to Your Health Partners, LLC, (the Behavioral Health Care Collaborative that the Agency is a member). Responsibilities include the following:
 - Manages banking and contractual arrangements
 - Manages finance staff responsible for financial activity and transactions
 - Coordinates completion of annual reports and tax returns in conjunction with third-party tax preparers

Catholic Charities Family and Community Services Overview

Catholic Charities Family and Community Services (CCFCS) is the largest division of Catholic Charities of the Diocese of Rochester, with an annual budget of \$49 million. The organization serves approximately 20,000 individuals annually throughout the Greater Rochester Area and the Finger Lakes Region. The mission of CCFCS is to walk with those who need us the most as they journey toward independence, with dignity, to reach their full human potential.

CCFCS provides a rich and broad spectrum of human services to those in need throughout all stages of life. Over 900 compassionate staff members throughout 32 locations offer the following services: adoption, early intervention, foster care, refugee and immigration services, housing and stabilization programs for those facing homelessness and addiction, employment programs including career development, financial assistance, coaching and job placement for adults and youth with limited employment options, residential and community-based services that support the independence of individuals living with intellectual and developmental disabilities, in-patient and out-patient treatment for those facing challenges with mental health and chemical dependency, care management and coordination for adults and children living with traumatic brain injuries and chronic health conditions including HIV/AIDS, and programs that help seniors to live confidently on their own.

Two divisions of Catholic Charities, Catholic Family Center (CFC), founded in 1917, and Catholic Charities Community Services (CCCS), founded in 1980 came together in January 2022 as one division to form CCFCS.

Position Competencies

- Experience with Federal and New York State nonprofit human service funding models and requirements
- Effective manager and team leader
- Knowledge of generally accepted accounting principles
- Effective leader of the finance and accounting function
- Senior management leader

Position Qualifications

Bachelor's degree required; Master's degree preferred. Ten years progressively responsible experience in financial management. Five years in a senior management role. Certified Public Accountant (CPA) and public accounting experience is highly valuable.

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/>