

DIOCESE OF DAVENPORT

JOB TITLE: CHIEF FINANCIAL OFFICER

REPORTS TO: BISHOP

FLSA CLASSIFICATION: Full-Time, Exempt

JOB PRIMARY PURPOSE/FUNCTION

The Chief Financial Officer (CFO) is responsible for providing, developing and maintaining financial accountability standards and ethics for all diocesan entities in order to promote respect and trust among parishioners. The CFO directs, manages and supervises the financial operations of the Chancery in conjunction with the Bishop and the members of the Corporate Board. The CFO manages the diocesan assets and advises management in financial operations.

SPECIFIC DUTIES AND RESPONSIBILITIES

- A. Oversee all investment accounts.
- B. Prepare, monitor and manage the annual diocesan budget.
 - 1. Budgets shall be set in consultation with department directors and senior staff with final approval by the Bishop.
 - 2. The annual financial plan shall be submitted to the Diocesan Finance Council for review and the Diocesan Board of Directors for approval.
- C. Implement diocesan accounting policies and procedures.
- D. Prepare monthly and year-end financial reports.
- E. Manage the audit of the diocese and the 401k plan.
- F. Oversee financial aspects of diocesan-wide insurance programs and employee benefits regarding cash management, investments and integration with diocesan financial statements for financial reporting purposes.
- G. Manage cash flow and sign checks, oversee deposits and transfers.
- H. Assist parishes and schools in financial compliance matters as requested and appropriate.
- I. Participate in meetings with the Bishop, Vicar General and Chancellor.

- J. Coordinate with the following departments regarding financial and operational issues: communication, tribunal, human resources, vocations, diaconate, deacon formation, schools, liturgy, faith formation, social action and maintenance.
- K. Serve as ex officio member of the Catholic Foundation for the Diocese of Davenport, The Catholic Messenger, The Society of the Propagation of the Faith and Diocesan Building Commission. Serve as staff support to the Priests' Aid Society, Diocesan Finance Council and St. Vincent's Home.
- L. Assist seminarians as necessary in financial matters and maintain records for year-end reporting purposes and financial assistance.
- M. Review parish, school and volunteer personnel credit checks as needed.
- N. Perform other duties as needed or assigned.

EDUCATION, TRAINING AND EXPERIENCE

- A. A Bachelor's degree in accounting is required.
- B. CPA with current credentials preferred.
- C. Minimum of 5 years of supervisory and leadership experience.

QUALIFICATIONS

- A. Efficient and effective organization and direction to areas of responsibility.
- B. Excellent oral and written communication skills.
- C. Interpersonal professional relationships, both internally and outside the Diocese of Davenport, which encourage openness, candor and trust.
- D. Overall soundness of decisions, effective delegation and maintenance of confidentiality for all sensitive information.
- E. Flexibility in performing designated duties.
- F. Acceptance of personal inconvenience for attainment of diocesan goals.
- G. Meet or exceed objectives established in budgetary process.
- H. Practicing Catholic in good standing.
- I. Skilled in computer usage with advanced knowledge of Excel, Microsoft Office Suite, and financial software programs.

MENTAL AND PHYSICAL REQUIREMENTS

- A. High ability to analyze and interpret information pertinent to areas of responsibility.
- B. Ability to perform designated duties under time pressure.
- C. Willingness to work irregular hours to accomplish the responsibilities of the position.
- D. Ability to drive an automobile, as needed, in the course of the position.
- E. While performing the duties of this job, the employee is required to stand, walk, talk, hear, reach, sit for prolonged periods of time, and handle and perform repetitive motions of the hands/wrists. The employee is required to occasionally lift and move items weighing up to 30 pounds.

WORKING CONDITIONS AND ENVIRONMENT

- A. A majority of the assigned duties are performed in a well-ventilated, well-lighted and temperature-controlled office environment.
- B. The employee is subject to both inside and outside environmental conditions including extreme cold and extreme heat.
- C. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DIRECT REPORTS

Responsible for the supervision, performance and evaluation of the following:

- Director of Development
- Accountant
- Data Base Coordinator
- Accounting Coordinator
- Receptionist
- Finance Administrative Assistant

OTHER CONSIDERATIONS

- A. The position can expect an evaluation in the first six months of employment by the appropriate line of organizational relationship, with an annual evaluation thereafter.
- B. Salary considerations will be commensurate with education and experience.

C. The employee understands and agrees that employment with the Diocese of Davenport and any diocesan entity is contingent on compliance with the diocesan safe environment policies, procedures and requirements.

APPROVALS

JOB TITLE: CHIEF FINANCIAL OFFICER

Date Job Description Approved: August, 2017

Revised: _____

Revised: _____

Employee (signature required upon initial hire and annually):

I have read and understand this job description and the safe environment policies, procedures and requirements.

Employee

Date

Employee

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