

Volunteer Opportunity for Chancery-Finance Office

Role: Internal Audit Manager

Responsibilities:

- Perform financial control and compliance reviews of the 145+ parishes and schools of the Archdiocese of San Francisco
- Review, update and maintain the Parish and School Finance policy manual located on the Archdiocese of San Francisco website

Activities:

- Develop new or adjust current compliance review procedures used for parish and school reviews
- Perform review of each parish and school every three years. About 35 locations a year
- Review preliminary findings with Pastor, Principal and finance council
- Issue Letter of findings and recommendations report to the Pastor or Principal
- Follow-up with parishes and schools on completion of review recommendations
- Maintain and update Parish and School Finance Policy manual
- Provide updates and present to the Audit Committee of the Archdiocese

Qualifications and experience:

- Retired Senior finance executive; CFO or Partner of a CPA firm
- Comfortable working independently and interacting with parish and school leadership
- Hands-on, individual contributor, can navigate through QuickBooks On-Line
- Knowledgeable of the workings and Mission of the Catholic Church
- Experience as member of a Parish Finance Council

Other:

- Flexible hours, part-time role. 20 hours a week
- Available to visit Parishes and Schools
- Supports the CFO of the Archdiocese of San Francisco