

CATHOLIC DIOCESE OF SPOKANE
HOLY CROSS FUNERAL AND CEMETERY SERVICES

Position Description

Position Title: Chief Financial Officer

Position Purpose: The CFO contributes to the on-going financial viability of HCFCFS by overseeing accounting functions for payroll, state and federal tax reporting, bank reconciliation, accounts payable, general ledger, financial statement and audit preparation, and financial reporting to the Board. Supports the Executive Director and serves in this capacity in the his/her absence

Essential Responsibilities:

- Works directly with Board of Directors and Executive Director to ensure HCFCFS' long-term success, including but not limited to advising on and implementing investment strategies, land development, and equipment replacement schedules.
- Payroll: prepares monthly payroll information for processing; deposits federal payroll taxes; prepares retirement and benefits information; prepares quarterly payroll reports—federal 941; state Unemployment; state Labor and Industries; state Paid Family and Medical Leave.
- Department of Revenue reporting: prepares and submits monthly tax returns.
- Prepares and provides annual tax letters to donors, and 1099s to independent contractors.
- Accounts payable: obtains approval and pays invoices in a timely manner.
- Bank reconciliation: reconciles all bank and investment accounts on a monthly basis.
- General ledger: processes monthly general journal entries; agrees balance sheet accounts to appropriate schedules; reviews general ledger for accuracy. ● Monthly financial reports: prepares monthly financial statements and supporting schedules in conjunction with the Executive Director's requirements.
- Audit: prepares annual audit work papers and provides support to independent and state auditors as needed; reviews 990 and 990T federal tax returns for Executive Director.
- Budget: assists Executive Director in preparation, presentation, and implementation of annual budget.
- Presents financial statements to Board of Directors at regularly scheduled meetings, or as required.
- Human Resources: prepares documents for new employees and terminated employees, maintains benefits plans and staff employment information; facilitates annual employee reviews and disciplinary procedures in conjunction with Executive Director; consults with diocesan Human Resources as needed.
- Manages all departments during Executive Director's absence
- Clearpoint: submits new contracts and funds received to funeral trust twice monthly; reconciles trust account monthly; processing of Preneed to At-need funeral contracts.
- Petty cash: balances and replenishes petty cash, as needed.
- Backup: provides and updates instructions to support Office Manager and Office Assistant

Required Qualifications:

- Five years' full-charge bookkeeping experience, or equivalent combination of education and experience
- Experience preparing financial statements
- One year supervisory experience
- Experience working with Boards of Directors
- Ability to handle extremely sensitive and confidential information
- Proficient computer Skills: Excel, word, sage MAS90, HMIS

Desired Qualifications:

- Practicing Catholic
- Management experience in a not-for-profit setting

Reports to: Executive Director