

Chief Financial Officer

Department of Financial Affairs, Pastoral Center

The Diocese of San Bernardino is a vibrant and diverse community of Roman Catholic Believers committed to bringing the Good News of Jesus Christ to all we encounter. We are guided by the core values of hospitality, collaboration, faith sharing and reconciliation. Through the impact of the Gospel, we seek to fill lives with hope.

Observing the provisions of canon and civil law the CFO is to ensure that the ownership of ecclesiastical goods is safeguarded and expended according to the wishes of the bishop, profitably invest surplus funds, insure that accurate records of income and expenditures are kept, prepare annual budgets, present annual financial statements to the faithful concerning the goods they have given to the Church and, to fulfill all duties in the name of the Church, in accordance with the law. To that end, the Office of Financial Affairs collaborates with the offices of Accounting, Parish Assistance, Payroll, Catholic Mutual and Construction and Real Estate.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Reports directly to the Bishop and serves as a member of the Curia.
- Supervises the directors of the following Diocesan offices: Accounting Services, Parish Assistance, Payroll Services, and Office of Construction and Real Estate (OCRE).
- Oversees the development and preparation of financial plans, budgets, forecasts, and analyses to assist Diocesan management in making financial decisions that affect the overall mission of the Diocese and provides related background information. Assists Diocesan Pastoral Center Offices in development of annual budget. Reviews budget variance reports, Deposit and Loan Fund reports and Diocesan Corporation financial reports.
- Oversees the management of diocesan and parish investments, bequests, trusts and endowments.
- Directs, supervises, and/or reviews the policies, procedures, and internal accounting control systems implemented in the Diocese and its various entities. Oversees and directs the recording and safeguarding of the assets of the Diocese and gives reasonable assurance that all assets and liabilities are appropriately recorded in the financial records. Acts as signatory for disbursements.
- Oversees and directs the preparation of annual and periodic financial statements and, in accordance with Canon 494 §4, renders a year-end account of receipts and disbursements to the Finance Council. Reviews the work of the Diocesan external auditors and any financial consultants.
- Serves as an ex-officio member of the Diocesan Finance Council and all its committees and attends the meetings of those entities.
- Serves as an ex-officio member of other Diocesan Corporations, and as a member of committees, task forces, etc., as necessary to enhance the functioning of the financial affairs of the Diocese.
- Collaborates with Diocesan attorney and OCRE in the review of contracts and acts as signatory.
- Trains and develops staff as required. Conducts annual performance evaluations.
- Performs other tasks as directed by the Bishop or as requested by the Diocesan Finance Council.
- In accordance with Canon 1276 §1, assists the Bishop with the administration of the temporal goods of other public juridical entities subject to his authority.
- Other duties as assigned.

QUALIFICATION GUIDELINES:

- Has a college degree in Accounting, Finance, or a related financial management field and, preferably, is a Certified Public Accountant (CPA) and/or has an MBA degree.
- Has excellent business, financial, and management skills, with a minimum of ten years leadership experience in financial management, preferably in the non-profit environment.
- Is proficient in Microsoft Word, Excel, PowerPoint, and financial software systems and is willing to learn other software products used by the Diocese.
- Has a high level of independent thought and initiative.
- Must be a Roman Catholic, in communion with the Church according to the provisions of Canon 149, paragraph one of the Code of Canon Law, as revised in 1983, possessing a high level of integrity and honesty and with a strong commitment to the mission of the Roman Catholic Church.
- Maintains complete confidentiality regarding Diocesan business affairs and finances.
- Must have strong analytical skills, excellent written and oral presentation skills, and strong team building skills.
- Collaborates with lay-led boards and committees.
- Maintains and is willing to enhance professional and technical knowledge necessary for the position.
- Must be able to build and maintain strong relationships with the Bishop and other key pastoral/lay leaders.
- Must be sensitive to a multicultural Southern California environment. Capable of motivating and leading a diverse staff.
- Local and overnight travel as required, and usually involves occasional trips to meet with parishes, offices and agencies. Maintain relationships with banking, investment and financial institutions.
- Membership in Diocesan Fiscal Management Conference is required, and attendance at annual meetings requires travel outside of the Diocese.
- Must be detail oriented.
- Computer experience in Excel, Access and Microsoft Word.
- Excellent communication skills.
- Must have ability to interact professionally with all employees and people coming into the office.
- Must have ability to work in a multi-cultural environment.

PHYSICAL REQUIREMENTS:

Includes but not limited to considerable use of arms and legs, whole body movement, walking, lifting, and stooping, standing, sitting, lifting and carrying up to 20lbs., pushing, pulling, kneeling, crouching, crawling, hearing, speaking, seeing, reaching, repetitive forward bending, repetitive arm/hand motions, prolonged gripping of an item, repetitive hand/finger movements, sense of touch/feel, temperature extremes.

Interested candidates, please forward your resume and salary requirements to:

Diocese of San Bernardino

Attn. Sinia Bustamante

1201 E. Highland Avenue

San Bernardino, CA 92404

Email: employment@sbdioocese.org

Fax: 909-475-5189

Applicant Deadline is: March 15, 2020The Diocese of San Bernardino is an Equal Opportunity Employer.