

**CATHOLIC CHARITIES OF THE DIOCESE OF SANTA ROSA
JOB DESCRIPTION**

NOTICE: This job description is provided as a general summary of common job duties performed by individuals assigned to this job title. It is not all-inclusive, nor is it intended to create a contract, written or implied, between employees and Catholic Charities, nor does it in any way alter the employment at-will relationship that exists between employees and Catholic Charities. As a condition of employment, all agency employees are expected to perform job duties assigned by agency management even when such duties are not included in their job description.

JOB TITLE: Chief Financial Officer
REPORTS TO: Chief Executive Officer
EMPLOYMENT STATUS: Exempt
TIME COMMITMENT: Full-Time
SALARY:

Position Summary

With a “One Agency” perspective, the Chief Financial Officer (CFO), as an innovative and collaborative leader, supports the mission and the operation of all departments and programs within Catholic Charities of the Diocese of Santa Rosa. The Chief Financial Officer reports to the Chief Executive Officer and is a member of the agency’s Executive Team. The Chief Financial Officer leads the agency in the accomplishment of the fiscal goals of Catholic Charities with confidence and enthusiasm. The Chief Financial Officer partners with the Chief Executive Officer to develop, implement, and manage financial strategies consistent with the organization’s strategic direction. The Chief Financial Officer provides leadership and oversight of all financial aspects relating to the agency’s annual operating budget. Working with the Chief Executive Officer and Board Treasurer, the Chief Financial Officer sets important financial goals for the organization and works systematically to meet them.

Dimensions

Staff: Supervision (5-25), Direct Reports (3-7), Volunteers (0-15)
Budget:
Agency-wide Committees: Leadership Team
Signature Authority: Per Agency Financial Processing Approval Procedure/Authority Levels

Essential Functions

1. Provide direction, oversight, and supervision of the Finance and Accounting staff, including oversight of the organization’s day-to-day financial transactions, including and not limited to invoicing, collections, banking, purchasing, reporting, budget monitoring, and cash flow forecasting to ensure availability of funds as needed.

2. Provide direction, oversight, and supervision of cash, investments, asset management, financing strategies and activities, and banking relationships.
3. Supervision of the Finance and Accounting Department to ensure proper maintenance of all Accounting systems and functions, including maintenance of internal controls and financial procedures; direct supervision of the Controller and the Director, Grant Accounting.
4. Prepare and complete the annual budgeting process in collaboration with responsible program and administrative leadership. Provide budget tracking, financial tools, and training to support program and administrative staff in the financial management of program and department budgets.
5. Produce monthly year-to-date financial reports and analysis. Regularly meet and build relationships with key staff to review financial performance and assist with strategies to address the organization's financial goals.
6. Oversee preparation of budgets for grant proposals and financial reporting to private and government funding sources.
7. Manage the agency's annual audit and serve as the primary internal contact during the preparation, actual, and post-stages of the audit. Remain current on non-profit audit best practices and state and federal law regarding non-profit operations.
8. Manage agency's insurance needs and requirements. Coordinate with the Diocesan office regarding financial and insurance matters.
9. Establish and maintain positive and effective working relationship with the Treasurer/Chairperson of the Finance Committee of the Board of Directors. Participate in Finance Committee meetings of the Board of Directors and assist in the implementation of their directives. Prepare financial reports with analysis for Board meetings.
10. Participate in development and implementation of the agency's strategic plan.
11. Represent Catholic Charities and develop positive relationships with financial partners, including financial institutions, investors, foundation executives, auditors, public officials, and donors.
12. Oversee finances of capital development and projects.
13. Develop, facilitate, and track the budget and financial management of the Caritas Village project including funding sources, cash flow management, maintenance of new market tax credits, and financial reporting for the Caritas Center QALICB, LLC. Provide monthly financial reports.

14. Implement financial analysis systems to manage Caritas Village financing. Advise and support development strategies.
15. Provide financial oversight of Caritas Homes in coordination with our partner, Burbank Housing.
16. Assist in the development of financial resources including philanthropic fundraising and grant applications.
17. Support the Mission, Vision, and Values of Catholic Charities in the performance of all essential job functions and responsibilities.

Note: Catholic Charities considers this position to be a mandated reporter of child abuse and elder abuse.

Other Responsibilities

1. Work with the Diocese of Santa Rosa and local parishes as appropriate and requested.
2. Perform other related duties as assigned.

Agency Culture

It is essential that all employees of Catholic Charities aspire to the following:

- *A commitment to the agency's mission, vision, and values.*
- *A commitment to excellence in everything we do.*
- *A commitment to performance and quality improvement.*
- *A commitment to outcomes and measured results.*
- *A commitment to innovation and to what is possible.*

Education, Experience, and Skills Required

1. A bachelor's degree in Accounting, Economics, Business Administration, or related field required. CMA/CPA or master's degree preferred. An additional five years of financial management experience may substitute for master's degree or CMA/CPA certification.
2. 5 years CFO or at least 10 years senior leadership experience in an accounting field required. Demonstrated experience managing at least a \$5M+ budget required, \$15M preferred.
3. Experience in a senior financial management role partnering with executive staff resulting in the development and implementation of creative financial management strategies.

4. Significant experience in or knowledge of non-profit accounting, including sophisticated fund and grant accounting, compliance, and reporting. Deep knowledge and understanding non-profit audit requirements.
5. Demonstrated leadership ability, team management, and excellent interpersonal and collaborative skills.
6. Demonstrated forecasting and budgeting skills.
7. Experience with sophisticated finance and accounting software packages; knowledge of Abila and Raisers Edge software is a plus. Proficient in Microsoft 365 Suite, including Excel.
8. Strong written and verbal communication; organization, conflict resolution, problem-solving, analytical, and abstract reasoning skills.
9. Excellent interpersonal skills, cooperative, friendly, proactive, and helpful attitude with clients and co-workers. Ability to work closely with clients and other employees to ensure a positive and constructive environment within the program or department and throughout the Agency.
10. Passion and enthusiasm for the mission of Catholic Charities and its clients.
11. Valid driver license and at least state required minimum of automobile insurance, clear DMV driving record and ability to provide own transportation. Must be willing and able to travel between agency sites.
12. Must pass DOJ background clearance (fingerprinting) in accordance with the Diocese of Santa Rosa's policies prior to start of employment.
13. Bilingual (English/Spanish) preferred, but not required.

Job Analysis/Job Description Physical Requirements

Never (N)
 Occasionally (O) = Up to 3 Hours per Day
 Frequently (F) = Up to 6 Hours per Day
 Constantly (C) = Up to 8 Hours per Day

Physical Activities	Frequency
Ascending or descending ladders, stairs, scaffolding, ramps, poles, and the like.	N
Moving self in different positions to accomplish tasks in various environments including tight and confined spaces.	N
Remaining in a stationary position, often standing, or sitting for prolonged periods.	F

Moving about to accomplish tasks or moving from one worksite to another.	O
Adjusting or moving objects up to 10 pounds in all directions.	O
Communicating with others to exchange information.	C
Repeating motions that may include the wrists, hands, and/or fingers.	F
Operating machinery and/or power tools.	N
Operating motor vehicles or heavy equipment.	N
Assessing the accuracy, neatness, and thoroughness of the work assigned.	C

Environmental Conditions	Frequency
Low Temperatures.	N
High Temperatures.	N
Outdoor elements such as precipitation and wind.	N
Noisy environments.	N
Hazardous conditions.	N
Poor ventilation.	N
Small and/or enclosed spaces.	N
No adverse environmental conditions expected.	X

Physical Demands	Frequency
Sedentary work that primarily involves sitting/standing.	C
Light work that includes moving objects up to 20 pounds.	O
Medium work that includes moving objects up to 50 pounds.	N
Heavy work that includes moving objects up to 100 pounds or more.	N

Signatures

This job description has been approved by all levels of management:

Management _____ Date _____

HR _____ Date _____

Employee signature below constitutes employee's understanding of the essential duties, functions, and requirements of the position.

Employee Signature _____ Date _____

Employee Name (Printed) _____