



CHIEF FINANCIAL OFFICER 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: \$160,000 - \$180,000

About the Organization

Catholic Charities of the Diocese of Santa Rosa (CCDSR) is an independent 501(c)3 nonprofit that serves and advocates for vulnerable people of all cultures and beliefs. Since 1954 Catholic Charities has been a leader in providing direct services in Sonoma, Napa, Mendocino, Humboldt, Lake, and Del Norte counties, helping nearly 20,000 people per year find and keep housing, achieve financial stability, and move their immigration journey forward.

Mission

Inspired by the love and teachings of Christ, we serve and advocate for vulnerable people of all cultures and beliefs, prioritizing those experiencing poverty.

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.*

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 CFO will have primary day-to-day oversight and responsibility for planning, implementing, and managing all financial-related activities including accounting, payroll, finance, and forecasting.
- Leads the agency in the accomplishment of the fiscal goals of Catholic Charities with confidence and enthusiasm.
- Partners with the Chief Executive Officer to develop, implement, and manage financial strategies consistent with the organization’s strategic direction.
- Provides leadership and oversight of all financial aspects relating to the agency’s annual operating budget.
- Working closely 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:	Controller directly reports to CFO, Finance Team consists of 8 members.
Budget:	\$20,000,000
Agency-wide Committees:	Executive Team, Leadership Team
Signature Authority:	Per Agency Financial Processing Approval Procedure/Authority Levels

Essential Responsibilities and Duties

1. **Strategic Business Partner:** Participate as a member of the Executive Team to define the organization’s mission and direction. This includes strategic and operational planning, ensuring alignment of development activities with Mission, Vision, and Values, evaluating the effect of internal and external forces, and adjusting messaging and strategy as needed, developing a healthy funding mix, and evaluating and influencing the performance of the department and agency as a whole.
2. **Financial Management:** 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.

- Provide direction, oversight, and supervision of cash, investments, asset management, financing strategies and activities, and banking relationships.
 - 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.
 - 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.
 - 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.
 - Implement financial analysis systems to manage Caritas Village financing. Advise and support development strategies.
 - Provide financial oversight of Caritas Homes in coordination with our partner, Burbank Housing.
 - Assist in the development of financial resources including philanthropic fundraising and grant applications.
 - Oversee finances of capital development and projects.
3. **Operations Management:** 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.
- Oversee preparation of budgets for grant proposals and financial reporting to private and government funding sources.
 - 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.
 - Manage agency's insurance needs and requirements. Coordinate with the Diocesan office regarding financial and insurance matters.

- 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.
 - Participate in development and implementation of the agency's strategic plan.
4. **Risk Management:** Regularly advise leadership on areas of liability and risk.
 - Work with insurance brokers to ensure that all insurance needs are met and organize an annual insurance review for the Finance Committee to evaluate the adequacy of coverage.
 5. **Compliance:** Ensure the preparation and approval of annual financial statements in accordance with Generally Accepted Accounting Principles.
 - Ensure the timely completion of the external audit and IRS Form 990.
 - Staff and support the Audit Committee of the Board of Directors.
 6. Represent Catholic Charities and develop positive relationships with financial partners, including financial institutions, investors, foundation executives, auditors, public officials, and donors.
 7. Support the Mission, Vision, and Values of Catholic Charities in the performance of all essential job functions and responsibilities.

Other Responsibilities

1. Work with the Catholic Charities of the Diocese of Santa Rosa (CCDSR) and local parishes as appropriate and requested.
2. Requires flexible schedule including weekend and evening work as needed.
3. Perform other related duties as assigned.

Education, Experience, and Skills Required

1. 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 a master's degree or CMA/CPA certification.

2. 5 years as 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. Ability to lead our QALICB (Qualified Active Low-Income Community Businesses) program and extensive knowledge in New Market Tax Credits
4. Experience in a senior financial management role partnering with executive staff resulting in the development and implementation of creative financial management strategies.
5. 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.
6. Demonstrated leadership ability, team management, and excellent interpersonal and collaborative skills.
7. Demonstrated forecasting and budgeting skills. Knowledge and experience with federal, state and local government grant reporting, financial accounting, internal management control systems, information systems applications, and audit planning and have working knowledge of Generally Accepted Accounting Principles (GAAP), non-profit accounting, and related FASB/OMB requirements.
8. 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.
9. Excellent organizational skills needed. Must be able to prioritize responsibilities properly and handle multiple tasks relating to concurrent projects. Ability to develop and implement strategic and operational plans.
10. Demonstrated ability to be responsive to deadlines, managing, and completing multiple projects simultaneously in a fast-paced, demanding environment. The ability to keep up to date with the issues the agency addresses.
11. Ability to work independently and collaborate effectively and work as part of a team. Cooperative, friendly, proactive, and helpful attitude with clients and co-workers of all ages and socio-economic backgrounds.
12. Excellent written and verbal communication; organization, fundraising, conflict resolution, problem-solving, analytical, and abstract reasoning skills. Must be able to convey information and ideas clearly utilizing a high-level of initiative, judgment, and critical thinking skills. Ability to manage confidential information.

13. 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.
14. Passion and enthusiasm for the mission of Catholic Charities and its clients.
15. 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.
16. Must pass DOJ background clearance (fingerprinting) in accordance with the Catholic Charities of the Diocese of Santa Rosa's policies prior to start of employment.
17. Bilingual (English/Spanish) preferred, but not required.

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

TO BE CONSIDERED AS AN APPLICANT: Please e-mail your resume and cover letter with "Catholic Charities of the Diocese of Santa Rosa CFO" in the subject line to: executivesearch@cvnl.org No phone calls please.

FURTHER INFORMATION

LOCATION: 987 Airway Court, Santa Rosa, California

Work Schedule: Telework Flexibility

EQUAL OPPORTUNITY EMPLOYER:

Catholic Charities of the Diocese of Santa Rosa (CCDSR) is an **Equal Opportunity Employer**, seeking the best and brightest. Our organization does not discriminate against or harass any employee or applicant for employment because of race, color, creed, religion, national origin, sex, disability, age, marital status, membership or activity in a local human rights commission, or status with regard to public assistance. We support, educate, create opportunities for, and ensure the wellbeing of our staff for the betterment of those most in need.

UPDATED: February 7, 2023

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.	C
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 the employee's understanding of the essential duties, functions, and requirements of the position.

Employee Signature _____ Date _____

Employee Name (Printed) _____