

Diocese of Sacramento

JOB DESCRIPTION

Dept:	Finance
Position:	Assistant Director of Finance
Classification:	Exempt
Schedule:	Full Time

Supervisor: Chief Financial Officer

Responsibilities: As a member of the staff of the Finance Department and under the supervision of the Chief Financial Officer (CFO), the Assistant Director of Finance shall for the Central Administrative Offices of the Diocese and all corporate supporting organizations to the dioceses for which financial services are provided pursuant to a formal contract:

- Supervise the Controller(s) and ensure the effective and efficient operation of the accounting offices and ensure that the financial records are maintained in accordance with Generally Accepted Accounting Principals (GAAP).
- Ensure implementation of an effective internal control system to safeguard assets and facilitate efficient operations through standard accounting procedures, an annual budget process, and monitoring of financial activities throughout the year.
- In coordination with the CFO, assist in the fulfillment of financial services contracts with the supporting corporate organizations, to include oversight of accounting services, budgets, preparation of financial reports, and presentation to boards of directors for applicable corporate supporting organizations (e.g. The Parochial Fund, Inc; The Catholic Foundation of the Diocese of Sacramento, Inc.; etc.)
- Perform day to day treasury functions for all diocesan funds, pension trusts, and corporate supporting organizations; including maintenance of adequate operating liquidity; investment of surplus funds; and monitoring investment portfolios to ensure compliance with Formal Investment Policies and Guidelines including asset allocation and performance measurement.
- Coordinate preparation of the annual audits of the Central Administrative Offices and all corporate supporting organizations, including the drafting of audited financial statements.
- Prepare special financial reports and analysis needed.
- Other duties as needed.

MINIMUM QUALIFICATIONS:

Education: Bachelor of Arts degree in accounting, CPA or equivalent

Experience: Five years as administrator responsible for accounting, finance, and investment functions.

Skills / Knowledge: The Church's mission in the Diocese of Sacramento; current generally accepted accounting principles and practices; business law; investments; principles of organization and management; budgeting procedures; data processing with a working knowledge of Excel, Word, accounting software, and Database management.

Employee's Signature

Date

Supervisor's Signature

Date