



Job Description

Position: Chief Financial Officer
Location: Sacramento, CA
Position Status: Full-Time
Schedule: In-Office Monday-Friday 8:30AM-5:00PM with occasional evening and weekend work.
Category: Exempt
Pay Range: **Salary plus bonus - \$150,000 - \$175,000**

SUPERVISOR: Chief Executive Officer

JOB SUMMARY:

As a practicing Catholic and member of the staff of CFCS working under the supervision of the CEO, the CFO shall for both Catholic Funeral & Cemetery Services of the Diocese of Sacramento, Inc. (CFCS) and Sacramento Catholic Family Insurance Services, Inc. (SCFIS) lead and direct the financial and administrative functions of the Organization.

ESSENTIAL FUNCTIONS:

1. Hire and supervise the Accounting, and IT, as appropriate, and ensure the effective and efficient operations of the respective offices.
2. Ensure financial records are maintained in accordance with Generally Accepted Accounting Principles (GAAP).
3. Design, implement, monitor, and maintain an effective system of internal controls over financial reporting to safeguard assets.
4. Prepare timely and accurate financial record-keeping and reports for management and deliver quarterly and annual financial statements and analysis to the Board of Directors.
5. Administer the Organization's communication and technology systems, including ERP and CRM applications.
6. Lead the digital transformation effort to a successful conversion.
7. Manage the external audit process, including drafting financial statements and supervising the work of external auditors.
8. Coordinate and supervise the work of external tax professionals and counsel.
9. Prepare annual budgets, quarterly reports and special financial reports and analysis as needed.
10. Provide short and long-term financial and strategic planning.
11. Build staff and management competency through regular training, evaluation, and coaching.
12. Other duties and responsibilities as may be required from time to time.



MINIMUM QUALIFICATIONS:

Qualifications:

1. Bachelor's Degree in Accounting or Finance; Master's Degree preferred.
2. Catholic in good standing.

Education and Experience:

1. Bachelor's degree in accounting required. Master's degree in accounting or MBA preferred.
2. CPA License required.
3. A minimum of Five (5) years' experience in all processes of the accounting cycle, internal controls and GAAP required.
4. Update as needed.

Skills and Knowledge:

- Practicing Catholic with knowledge and understanding of the Catholic Church in general and the Diocese of Sacramento in particular.
- Budgeting process and procedures.
- Must be highly proficient with Excel and Word. Experience with Sage and Great Plains preferred.
- Excellent written, verbal and interpersonal communication skills.
- Ability to influence and negotiate.
- Self-starter with ability to execute multiple concurrent priorities.
- Ability to effectively recruit, teach, train, and coach.
- Ability to work with and promote a diverse workforce.