

POSITION DESCRIPTION

I. Job Title: Director of Finance Final 11/3/2017

II. Department: Finance

III. Supervisor for Policy / Performance: Diocesan Bishop

IV. Supervisor for Administration: Director of Administrative Services

V. Diocese Background:

The Roman Catholic Diocese of Superior, Wisconsin, in the northwestern corner of Wisconsin, is led by Bishop James P. Powers who was installed as Bishop of the Diocese of Superior on February 18, 2016. Currently there are approximately 65,000 registered Catholics in the Diocese that covers 16 counties and 15,715 square miles. The Diocese currently is comprised of 103 parishes and 2 missions, one Ordinary (Bishop), 56 diocesan priests, 4 religious priests, 11 priests on a visiting mission of service (on loan from India), 64 deacons and 63 sisters.

VI. Work Area: Chancery (Diocesan office) in Superior, with occasional travel throughout the Diocese and to attend out-of-Diocese state, regional or national meetings or conferences.

Position Description: The position of Director of Finance is an ecclesiastical office mandated by the universal law of the Church in the 1983 Code of Canon Law, Canon 494. The Director of Finance is accountable to the Bishop of Superior. The Director shall be an expert in financial affairs, and absolutely distinguished for honesty, and preferably is a practicing Roman Catholic who is an active parish member.

The Director of Finance is appointed by the Bishop to a five-year term (renewable without limit) to fulfill the responsibilities of that position specified under the Code of Canon Law, as well as to perform other duties designated by the Bishop. The Director of Finance is not to be removed during the term except for a grave cause (judged by the Bishop; an example is misappropriation of funds). The Director of Finance is responsible for the overall financial operations and strategy for the Diocese and for fostering the professional, honest, and prudent use of its temporal resources in carrying out the diocesan mission. The Director of Finance works with the Bishop, Finance Department, diocesan department heads and staff, and pastors and parish staff to discharge the responsibilities of the financial operations of the Diocese.

VII. Working Conditions: The Director of Finance is a full-time exempt position. A private, comfortable office is provided by the diocese to ensure an atmosphere of privacy and confidentiality. A computer with software programs will be provided by the diocese to enable the director to execute the necessary responsibilities of the position.

VIII. Qualifications: This person must possess knowledge of and experience in the accounting profession and, accordingly, must possess a college education and/or

equivalent education and experience in accounting, knowledge and skill in the use of computer and financial system software. Ideally, this person should also be sensitive to the feelings of others, and able to effectively communicate with other finance department and diocesan staff, also pastors and lay pastoral ministers throughout the Diocese. The person must be: able to keep confidences, a self-starter, dependable, able to work alone and with others in a spirit of cooperation, able to hold opinions yet remain objective, tactful, prudent and courteous in dealing with others, and possess technical writing skills.

Technical qualifications:

1. Undergraduate degree in accounting or equivalent education and experience; CPA is desirable.
2. Five-plus years of: progressive financial management and accounting experience including financial systems, not-for-profit reporting standards and practices, managing an annual audit, and supervision of professional and support staff.
3. Knowledge and training in investments, insurance, employee benefits, risk management and operating and capital budgeting principles.
4. Demonstrated proficiency in appropriate computer systems and applications.
5. Knowledge of the Catholic Church, its structures, functions, and institutions, and church and business-related government regulations.

- IX. General Responsibilities: The Director of Finance serves as director of the Department of Finance, and is responsible for the integrity of the financial and accounting function which includes, but is not limited to: general ledger, budgeting, financial statement preparation, strategic analysis and interpretation, coordination of audits, internal control environment, investments, insurance, communications, retirement plan, new program feasibility and other duties as assigned by the Bishop or the Director of Administrative Services. Also, the Director will continue professional development, as determined, to enhance job performance and Diocesan goals.

The Director of Finance also: serves as staff to the Diocesan Finance Council and attends the Council's scheduled meetings, convenes the Diocesan Insurance and Investments Committees as necessary, represents the Diocese on the Board of Directors of the Wisconsin Catholic Conference Church Unemployment Pay Program, and may represent the Diocese in other diocesan, state, regional and national financial organizations, conferences and committees.

- X. Essential Responsibilities:
1. Provides for and maintains an accounting system in accordance with generally accepted accounting principles, and in accordance with policies and procedures established by the Bishop, in consultation with the Diocesan Finance Council.
 2. Serve as staff to, and work in collaboration with, the Diocesan Finance Council and other consultative financial bodies established by the Bishop. Implement and evaluate financial policies and practices of the diocese to ensure that financial goals and objectives are met in accordance with Canon Law, policies established by the Bishop, and government regulations.

3. Oversee the preparation and monitoring of the annual budget. Make recommendations as to available resources and financial limitations. Special consultation and cooperation is necessary with the Director of Stewardship and Development in determining revenues and grants from outside sources, and the related expenses, and the amount of the annual Catholic Services Appeal.
4. Analyze and make strategic recommendations regarding all major financial decisions and issues facing the Diocese, its parishes and other related entities.
5. Recommend to the Bishop and Finance Council the planning and completion of the diocesan annual audit process in conjunction with internal auditor and outside accounting firm.
6. Develop appropriate recommendations for policies, procedures, and guidelines pertaining to financial systems and accounting / internal control environment at both the diocesan and parish level. Ensure periodic testing of the environment with communication of results to the Bishop and Finance Council. Obtain proper approvals, and collaborate with diocesan staff, pastors and administrators in promulgating, implementing, interpreting and monitoring the systems. Oversee, direct and supervise finance department staff, and all diocesan financial programs, including the accounting functions for accounts receivable, loans, deposits, and accounts payable.
7. Maintains a system of compensating employees of the Diocese, assuring that they are compensated pursuant to hiring and budget decisions, and that withheld taxes and other payroll withholding are properly accounted for and paid to the appropriate party. Administer employee benefit programs provided for diocesan clergy and lay employees including retirement plans, health insurance, disability, life and workers compensation insurance, and unemployment compensation.
8. Communicate regularly with consultant(s), claims / risk manager, and the Diocesan Insurance Committee, in consultation with the Bishop. Secure necessary property, equipment, casualty and liability insurance coverage for the diocese, parishes, schools, and other participating entities. Confer with brokers, third-party administrators, and others on all insurance-related matters. Make decisions and recommendations as appropriate.
9. Propose investment strategies, secure professional managers, and monitor performance for the diocesan endowment, savings, and other designated funds. Communicate regularly with consultant(s), portfolio manager(s), and Investment Committee and Finance Council.
10. Prepare monthly, quarterly, and annual financial statements for diocesan administrative offices, Finance Council, and appropriate external organizations.
11. Other duties as necessary and / or assigned by the Bishop.

XI. Physical Demands: While performing the duties of this job, the employee is regularly required to walk, stand, sit; use hand to finger, handle, or feel objects, tools or controls; talk and hear. The employee is occasionally required to reach with hands and arms; climb or balance; and stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and the ability to adjust visual focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.