

Chief Financial Officer

The Chief Financial Officer, reporting directly to the Diocesan Bishop, plays a pivotal role in leading the financial reporting and control systems of the Diocese of Burlington. Charged with the responsibility of ensuring accurate, timely, and meaningful financial information, the CFO manages a spectrum of functions, including accounting, treasury, payroll, budget and analysis, reimbursement, GAAP reporting, cash and debt management, insurance programs, technology, and facilities.

The right candidate supports the mission, vision and values of the Diocese and embodies the professional and personal leadership qualities required of the office, including honesty and integrity.

This role will set policies and processes for strong financial controls, the CFO uses their judgment to apply accounting principles and shape Diocesan policies. This individual spearheads the organization's cash disbursement processes and serves as the primary point of contact for financial, investment, and insurance relationships.

Collaborating with the Diocesan Administrative Board (DAB) and Diocesan Finance Council (DFC). The CFO cultivates positive work relationships across the organization and communicates effectively at all levels and should be forward-looking as a strategic partner to the Bishop of the Diocese. Regular engagement with internal and external stakeholders, including auditors, attorneys, bankers, and consultants, defines the CFO's dynamic role.

Qualifications:

- Bachelor's degree in finance, accounting, or a related field (master's degree preferred).
- CPA or equivalent financial certification (preferred).
- Significant financial management experience, preferably in a nonprofit setting.
- Exceptional communication and interpersonal skills are essential.
- Proven track record of effective leadership, demonstrating the ability to inspire, guide, and empower team to achieve shared goals and surpass expectations.
- Minimum of 10 years of experience in accounting and finance, complemented by a minimum of five years in a managerial role.
- Experience with GAAP Financial Reporting and a strong financial controls background.
- The ability to present complicated financial data to a wide audience of stakeholders.
- Demonstrated critical thinking skills.
- Ability to evaluate and improve accounting processes and systems.
- Strategic thinking to maximize the use of Diocese assets.

Benefits:

- A flexible 3/2 work from home hybrid schedule.

- Summer hours with 1/2 day on Fridays.
- Paid parental leave.
- 4 weeks' paid vacation leave annually.
- 7 days paid discretionary leave annually.
- Eligible for medical, dental, and vision insurance with affordable employee premiums.
- Employer paid STD/LTD and life insurance.
- 403 (b) employer contribution according to schedule.

In accordance with Cannon law this role is appointed for a five-year term and can be appointed for additional five year terms at the end of this period.