



DIOCESE OF GREAT FALLS-BILLINGS
OFFICE OF THE DIOCESAN DIRECTOR OF HUMAN RESOURCES
P.O. Box 1399 * Great Falls, Montana 59403 * (406) 727-6683
www.diocesegfb.org

JOB DESCRIPTION

Position: Diocesan Chief Financial Officer
Classification: Salaried - Exempt
Hours: Full-Time – Monday thru Friday with occasional weekends
Location: Chancery Office – Great Falls, Montana
Reports To: Bishop – Diocese of Great Falls-Billings

Job Summary:

The Diocese of Great Falls-Billings comprises the eastern two-thirds of the State of Montana and includes churches, missions, and chapels of occasional worship from Gardiner to Plentywood and from Fort Shaw to Wibaux.

“We, the people of the Roman Catholic Diocese of Great Falls-Billings, from diverse backgrounds yet guided by the same Spirit, are working together in Eastern Montana to forge new dimensions in our church. The sacred richness of our land and people shapes us. Rooted in the Eucharist and Catholic Tradition, we are living witnesses who struggle to embody the values of Christ’s reign. We commit ourselves to discover and make known God’s presence in our world by living the Gospel joyfully, working for justice and peace, and continuing our spiritual growth through a lifetime.”

The Chief Financial Officer has day-to-day oversight of all financial and related functions including budgeting, accounting, investments, risk management, and real estate and facilities. The Chief Financial Officer is responsible for the overall financial management of the Diocese of Great Falls-Billings and the stewardship of fiscal resources in support of the mission and goals of the Diocese. As an ecclesiastical office mandated by the universal law of the Church, the essential canonical qualifications and duties are established in the 1983 Code of Canon Law, c. 494.

Duties:

1. Analyze and make recommendations pertaining to all major financial decisions and questions facing the diocese and its parishes and other affiliated entities.
2. Serve as staff to and work in collaboration with the Diocesan Finance Council.
3. Oversee the preparation and monitoring of the annual budget; make recommendations as to available resources and financial limitations.
4. 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.
5. Prepare monthly, quarterly, and annual financial statements for diocesan administrative offices, diocesan management, Finance Council, and appropriate external organizations.
6. Oversee other diocesan financial programs including the accounting functions for accounts receivable, loans, deposits, and accounts payable.
7. Oversee the planning and completion of the diocesan annual financial audit process in conjunction with an outside accounting firm.
8. Provide direction and supervision for the Business Office department personnel and their work.
9. Provide operations oversight for Mount Olivet and Holy Cross cemeteries.
10. Oversee the investment of the diocesan portfolio, and deposit and loan funds.
11. Engage and interact with legal counsel on issues pertaining to diocesan financial affairs, in collaboration as needed with the Director of Human Resources.

12. Assist in reviewing appropriate contracts, trusts, deeds, affidavits, and other legal documents submitted to the Bishop for execution as needed or requested.
13. Provide necessary support to the diocesan councils including finance, pastoral, and stewardship.
14. As invited, provide information for and/or participate in meetings related to the Independent Review Board, Clerical Benefit Association, and/or School Boards.

Requirements:

Education & Experience

Must be a practicing Catholic in good standing according to Magisterial teaching.

Bachelor's degree in a business-related field; finance and/or accounting is required.

Certified Public Account designation highly preferred; an appropriate combination of education and experience may be considered.

Five or more years of professional experience with multiple responsibilities in leadership positions in accounting or finance.

Administrative leadership in a not-for-profit (preferably Catholic) organization highly desired.

Previous experience and ability to work with consultative bodies, supervisory duties, accounting, investing, borrowing and business law; experience and knowledge in the following areas: properties, risk management, property and liability insurance.

Advanced knowledge of budgeting principles and practices (including use of spreadsheet software), accounting principles (including fund accounting), investment and financial reporting methodologies.

Knowledge, Skills and Abilities

Requires knowledge and training in accounting/financial matters, general business management especially with regard to not-for-profit institutions.

Demonstrates administrative and supervisory skills and an ability to work in a senior management position, including the skills and willingness to treat all staff members with respect as individuals and professionals.

Exhibits excellent written, oral, and communication skills.

Exhibits excellent strategic planning and organizational skills.

Must be able to maintain confidentiality of sensitive information.

Knowledge of the Catholic Church including its structures, functions and institutions, and laws.

Other Skills

Demonstrated leadership in stewardship and resourcefulness in finance and accounting administration and operations; a high degree of flexibility in order to achieve objectives and meet demands as required.

Knowledge of Church and business-related government regulations. Significant meeting participation/facilitation is necessary.

Knowledge, ability and skill to effectively utilize personal computers, peripheral equipment, various software packages and other office equipment is necessary.

Flexibility and the ability to work on multiple tasks simultaneously with a high level of independent thought and initiative is required.

Working Conditions

Travel is required to visit most parishes and individuals, and to carry out programmed events, and can be extensive

Incumbent participates in annual performance appraisals and reviews of the job descriptions (both for self and direct reports).