

Chief Financial Officer
Exempt Employee

Description: Is responsible for the administration of the Province's fiscal affairs in fulfillment of its mission.

Appointment: Appointed by the Province Director in consultation with the Province Leadership Team.

Accountable To: Board of Trustees

General Responsibilities:

To provide for the ordinary administration of the fiscal affairs of the province

To serve as the primary liaison with legal counsel and to keep the Provincial Treasurer appropriately apprised of legal issues

To provide regular consultation to the Province Leadership Team when appropriate

To prepare financial reports for the Board of Trustees and the members of the province as well as for outside groups as needed

To participate in the development of administrative policies which have legal and/or fiscal implications

To collaborate with Province Leadership Team in planning for the future financial needs of the province as well as the financial implications of these plans on Province assets and resources

Specific Responsibilities:

To serve as chair of the Investment Advisory Council and supervise the investment of the Province funds

To serve as chair of the Province Finance Board

To supervise the management of all province assets

To oversee insurance programs

To coordinate the preparation of the annual operating and capital budget, and oversee the administration of the approved budget

To collaborate with the Director of Human Resources

To collaborate with the Province Treasurer regarding Sisters' patrimony as well as advise individual Sisters and local communities on financial matters

To hire and supervise the province finance office staff and activities

To have oversight for the Provincial House Business office.

To be responsible for fiscally related legal and corporate affairs and exercise appropriate oversight to assure compliance with required financial practices and legislative and regulatory rulings

To perform those duties that may be required in compliance with civil law and the needs of the congregation

To establish and maintain the appropriate accounting procedures and records of the province

To oversee the annual audit

To review contracts/agreements between the Society and other parties

To collaborate with the Province Fleet Manager in reference to the purchase or sale of automobiles used by members

To publish an annual financial report for the members of the province as well as other reports requested by the Province Leadership Team

To advise and resource the Director of Development

Qualifications:

Commitment to the mission of the Sisters of St. Joseph of Carondelet

Master's degree in Business Administration or Certified Public Accountant preferred

Ability to maintain confidentiality

Excellent written and oral presentation skills

Prior experience with religious communities/church and not-for-profit organizations preferred

Supervisory, budgetary/capital allocation and collaborative leadership experience

Knowledgeable of appropriate computer applications - Sage ERP Accpac

Ability to multitask and work well under pressure

Date: 12/5/11