

# Catholic Funeral & Cemetery Services Of the Diocese of Sacramento (CFCS) JOB DESCRIPTION

<b>Dept:</b>	<b>Catholic Funeral &amp; Cemetery Services</b>
<b>Position:</b>	<b>Chief Financial Officer</b>
<b>Classification:</b>	<b>Exempt</b>
<b>Schedule:</b>	<b>Full Time</b>

**Reports To:** Chief Executive Officer

**Essential Functions:** As a practicing Catholic and member of the staff of CFCS under the supervision of the CEO, the CFO reports for both CFCS and Sacramento Catholic Family Insurance Services, Inc. (SCFIS):

- Hire and supervise the finance team, as appropriate, and ensure the effective and efficient operations of the accounting office.
- Ensure financial records are maintained in accordance with Generally Accepted Accounting Principles (GAAP) and implementation of an effective internal control system to safeguard assets.
- Prepare timely and accurate financial record-keeping and reports for management and the Board of Directors.
- Manage the external audit process including the drafting of audited financial statements.
- Prepare special financial reports and analysis as needed.
- Provide long term financial and strategic planning.
- Manage banking and financing relationships.
- Oversight of Office Managers, A/R and A/P staff.
- Other duties and responsibilities as may be required from time to time.

## **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree in accounting or finance. CPA License preferred.

**Experience:** CPA license or a minimum of five years experience in all processes of accounting cycle, basic internal controls and GAAP. 3-5 years managing a high performing finance and accounting team of 5 or more employees.

**Skills / Knowledge:** The Church's mission in the Diocese of Sacramento; current GAAP knowledge; budgeting procedures; must be highly proficient with Excel and Word. Experience with Sage and Great Plains a plus. Demonstrated good communication skills: both oral and written.