



Roman Catholic Diocese of Victoria

1 – 4044 Nelthorpe Street

Victoria BC V8X 2A1

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www.rcdvictoria.org

Job Posting: *Financial Officer*

The Diocese of Victoria, located in beautiful British Columbia, is recruiting for the position of Financial Officer. The Financial Officer serves as the financial administrator of the Diocese and reports directly to the Bishop. This is an exceptional opportunity for an individual who wants to be part of the Diocese's senior management team and to oversee the stewardship of the organization's fiscal resources in support of the mission of the Diocese. The position of Financial Officer is an ecclesiastical office which is open to lay persons, and is governed by the provisions of the Code of Canon Law. The salary range is \$120,000 - \$130,000 FTE per annum.

Duties and Responsibilities

- Under authority of the Bishop, directs, manages, and supervises the financial operations of the Diocese and its entities.
- Ensures that financial goals and objectives are met and are in accordance with Canon Law, established Diocesan policies and procedures, and civil and governmental regulations.
- Assists the Diocesan Finance Committee in establishing budgets for the income and expenditures for the entire governance of the Diocese.
- Monitors annual budgets and makes recommendations as to available resources and financial limitations.
- Ensures preparation of monthly, quarterly, and annual financial statements.
- Proposes internal policies and procedures for accounting, finances, administration, acquisition, and alienation of goods pertaining to the Diocese and its entities.
- Ensures effective communication and implementation of the policies and procedures enacted.
- Oversees all receipt and disbursement activity for the Diocesan administrative offices.
- Coordinates the annual Diocesan audit process in conjunction with the Financial Controller and an outside accounting firm.
- Oversees the Diocesan centralized payroll system.
- Oversees fundraising initiatives throughout the Diocese.
- Oversees information management systems.
- Oversees risk management and insurance programs for all Diocesan entities.
- Serves as liaison with the insurance broker and manages the employee extended health and benefit program.
- Oversees internal audit program for all Diocesan entities, ensuring that financial internal controls are adequate and functioning.
- Oversees, monitors, and manages all investments of the Diocese, including the acquisition and disposal of real property, stocks, bonds, and other financial instruments.
- Develops and maintains liaison relationships with investment managers and bank custodians.
- Analyzes parish/school financial information for construction/renovation projects presented to the Bishop, College of Consultors, and Diocesan Finance Committee.
- Engages and interacts with legal counsel on financial and administrative affairs and represents the Diocese regarding financial matters with government agencies.
- Maintains a high level of contact with entities throughout the Diocese, especially with Pastors / Pastoral Administrators and their parish staff and finance councils.



Qualifications

- Bachelor's degree in a business-related field, finance, and/or accounting
- Chartered Professional Accountant
- Minimum five (5) years experience in a financial management position, preferably in a non-profit environment
- Proven leadership ability and vision, and commitment to the mission of the Roman Catholic Church
- Must be a practicing Catholic in good standing
- Strong organizational, administrative, interpersonal, and leadership skills
- Exemplary oral and written communication skills
- High level of initiative, judgment, confidentiality, and discretion
- Knowledge of and experience in current office-related computer system(s), including but not limited to MS Office programs.
- Ability to clearly communicate and interact with the many different people who will be in contact with the Diocese, both internally and externally

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Attention: Gwen Jahelka, Chancellor
4044 Nelthorpe Street
Victoria, BC V8X 2A1

Email: jobs@rcdvictoria.org

<http://www.rcdvictoria.org/employment>

Applications will be accepted until the position is filled.

We thank all applicants for their interest, however, only those shortlisted for an interview will be contacted.