

**The Roman Catholic Diocese of Nelson**  
**Financial Administrator**  
**Catholic Parishes and Independent Schools of The Diocese of Nelson**  
**Kelowna, BC**

**Education:** Bachelor Degree in Finance, Accounting, Business Administration or a related field  
Certified Professional Accountant (CPA)

**Skills:** Leadership and Communication  
Strategic Planning  
Auditing  
Current Knowledge of Centralized Accounting and Payroll Systems

**Overview**

The Diocese of Nelson, which encompasses the Okanagan and Kootenays of beautiful British Columbia, is recruiting for the position of Diocesan Financial Administrator. The office is located in Kelowna at the Catholic Pastoral Centre.

The Financial Administrator is responsible for oversight of all financial, administrative and business affairs of the Diocese. Provides strategic financial guidance and effective advisory support to the Bishop, parishes and the Catholic Independent Schools of the Nelson Diocese (CISND). The Financial Administrator ensures compliance with regulatory requirements and fosters long-term financial sustainability of the Diocese.

**Duties and Responsibilities**

- Ensure financial goals and objectives, including appeals and long-term planning are met in accordance with Canon Law, Diocesan policies and procedures, and current legislation.
- Prepare the operating budgets for the Diocese and the Catholic Independent Schools of the Nelson Diocese.
- Ensure preparation of monthly, quarterly and annual financial statements for distribution to stakeholders.
- Make financial recommendations to the Bishop and the Diocesan Finance Committee.
- Establish, monitor and enforce internal controls, policies and procedures for accounting, finances, administration and payroll for all Diocesan and CISND entities.
- Oversee required Diocesan audit processes, internal audits, centralized accounting, policies, procedures and payroll systems.
- Oversee external Diocesan service contracts, risk management and insurance programs.
- Monitor all investments including acquisition and disposal of real property, stocks, bonds and other financial instruments.
- Analyze financial information for construction and renovation projects presented to the Bishop for approval.
- Oversee Diocesan property management including property management, leasing and rentals and tenant management.

- Optimize spending and financial management of properties. Negotiate and approve contracts and agreements with vendors, agents, tenants and other stakeholders to the Diocesan owned and leased properties.
- Supervision of staff, assign tasks, monitor the work flow of the finance department, and provide coaching and feedback as required.

## **Qualifications**

- Bachelor Degree in Finance, Accounting or Business Administration required.
- Chartered Professional Accountant certification required.
- 5+ years in a senior accounting position with supervisory responsibilities.
- Experience in the not-for-profit sector.
- Superior knowledge of Canada Revenue Agency guidelines, accounting and payroll principles, practices.
- Proficient user of accounting (QuickBooks) and MS Office software, expressly Excel.
- Proven leadership ability and vision with a commitment to the mission of the Roman Catholic Diocese of Nelson.
- Advanced analytical, negotiating and problem-solving skills.
- Strong organizational, administrative, interpersonal and management skills.
- Impeccable verbal and written communication skills.
- Exceptional attention to detail and high level of accuracy.
- High level of integrity, ethics and commitment to maintaining confidentiality of all Diocesan information.
- Must be a practicing Catholic in good standing.

Salary Range: \$90,000 to \$135,000

Interested applicants are invited to submit a résumé and cover letter by **August 31, 2025** to:

### **Roman Catholic Diocese of Nelson**

Attention: Heather Wipfli, Executive Assistant

3665 Benvoulin Road

Kelowna, BC V1W 4M7

**Email: [executive-CPC@nelsondiocese.org](mailto:executive-CPC@nelsondiocese.org)**

<https://www.nelsondiocese.org/apps/jobs/>

We reserve the right to shorten or extend the deadline for applications depending on interest.

Please apply early to ensure your application will be considered.

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