



More Than Just a Job, We Offer an Opportunity to Grow Spiritually

The Diocese of Pueblo is seeking a Director of Finance and Accounting

Job Location:	Pueblo, Colorado
Type:	Full-time (40 hours per week)
FLSA Status:	Exempt
Salary Range:	\$92,779 - \$115,000 per year
Reports To:	Bishop

About Us

The Diocese of Pueblo is an energetic place of employment filled with strong Catholic faith. We are building the body of Christ through each of our ministries. We empower our team to work spiritually and at their best. If you are a self-motivated individual and interested in growing spirituality and using your talent and experience, come join our team!

Benefits and Perks

We offer a salary range from \$92,779 - \$115,000 per year. We value your work and life balance offering Sick Leave, Paid Holidays, and an annual Christmas Holiday Closure. Regular Mass and prayer are available in our beautiful chapel!

What you will be doing

The Director of Finance and Accounting is entrusted with the responsibility of providing faithful stewardship over the temporal goods of the Diocese of Pueblo under the authority of the Bishop. The work is integral to supporting the diocese's mission, using financial expertise to support the church's mission and values, ensuring its financial health and enabling its ministries. This position ensures the financial integrity and accountability of all diocesan entities, including parishes, schools, and ministries and financial reporting. Responsibilities include tracking cash flow, financial planning, and analyzing the financial strengths and weaknesses of the Diocese while proposing corrective actions and overseeing all aspects of financial success.

Could this opportunity be right for you? Continue reading for the full job description.

Essential Duties:

- Responsible for diocesan accounting operations and systems, analysis, stewardship of diocesan resources and preparation of accurate financial reports.
- Develops the financial well-being of the diocese by providing financial projections and accounting services.
- Oversee day-to-day finance and accounting operations including finance office staff, general ledger, accounts payable and receivable, fixed assets, prepaids, credit card expense reporting, payroll processing monthly reconciliation, and monthly and year-end close procedures.
- Monitor the Diocese's financial performance by analyzing financial results, identifying areas for improvement, and implementing corrective actions to maintain fiscal stability and accountability.
- Direct the preparation of all financial statements, including income statements, balance sheets, tax returns, and government agency reports.
- Prepare the annual budget in consultation with the bishop and Sr. Staff and the Diocesan Finance Council.

- Oversee the budget, financial priorities, cash flow, operating income, financial statement preparation, revenue and long-term planning for maximizing diocesan assets and attaining financial goals.
- Prepare and present diocesan financial reports for appropriate disclosure and provide for an annual audit.
- Oversee the preparation of the consolidated parishes' financial report
- Manage diocesan investments within guidelines established regarding cashflow, asset allocation and Catholic socially responsible investment policies.
- Create and maintain banking relationships to provide for security of deposits and the facility for borrowing to meet diocesan requirements.
- Foster a professional, ethical, and service-oriented environment in interactions with vendors, employees, and other stakeholders. Uphold diocesan policies, procedures, and values in all financial dealings.
- Ensure the timely completion of tax filings with federal, state, and local tax regulations.
- Ensure financial records are kept in accordance with regulatory requirements and diocesan policies, facilitating annual audits and reviews. Approve financial transactions and ensure compliance with diocesan year-end closing requirements.
- Responsible for administration, validation, and reconciliation of business credit card program.
- Responsible for internal controls, IT Plans, security measures, and financial processes to maintain the integrity and accuracy of all diocesan financial data.
- Stay informed about changes in tax laws and other financial regulations affecting the Diocese.
- Provide training and support to new and existing staff members, ensuring they are well-equipped to manage diocesan finances with integrity, accuracy, and efficiency.
- Partners with Human Resources in the management and administration of diocesan benefit offerings to include contract renewals, analyzing benefits data, ensuring health and welfare benefit plans meet plan objectives and compliance.
- Manages financial activity of parish tax assessments: for clergy retirement plan (CBS) and Advancing Missionary Discipleship (AMD).
- Participate in diocesan meetings, financial training, and other events as necessary.

Education and Experience:

- Bachelor's degree in accounting, or other relevant field (or equivalent experience)
- 3-5 years' experience in financial reporting, internal controls, development of financial and budget planning models, and benchmarking tools.
- 3-5 years' experience and a solid understanding of profit and loss, balance sheets, cash flow management, general finance and budgeting.
- 3-5 years' experience in a supervisory position providing leadership, direction, and training to staff.
- Knowledge of religious not-for-profit or governmental accounting standards and pronouncements, financial accounting standards, and U.S. GAAP.
- Experience in payroll and accounting software such as ParishSOFT software, PDS, Fundware or comparable.
- Experience with investment management and business accounting preferred.

Knowledge Skills and Abilities demonstrating application of the following:

- Ability to understand profit and loss, balance sheet(s), cash flow management, general finance and budgeting.
- Demonstrated knowledge of U.S. GAAP.
- Ability to manage the workflow of their staff, and delegating tasks
- Ability to assess the work performance of staff and identify areas that need improvement.
- Ability to project a professional, manner and represent the Diocese.

- Ability to extract meaning from numbers and present analysis clearly and concisely to people with varying degrees of financial knowledge.
- Demonstrated ability to communicate clearly and concisely in written and verbal formats. Including the ability to write letters, reports, guidelines, evaluations, business correspondence, policies, speeches, and announcements.
- Demonstrated time management and organizational skills, including an ability to plan and manage multiple priorities simultaneously.
- Ability to effectively present information and respond to questions from groups, diocesan staff, parishes, and the general public related to diocesan policies and organization.
- Ability to exercise sound judgment and make decisions based on accurate and timely analysis.
- Strong problem-solving skills and creative thinking skills.
- Ability to work well in a team environment.
- Possess a high level of ownership, accountability, and initiative.
- Ability to successfully deal with sensitive or confidential information.
- Effective negotiating and contract management skills.

Supervisory Responsibility:

- This position supervises the personnel of the finance office.

Work Environment and Required Activities:

- This is a full-time position. Days and hours of work are Monday through Friday, 8:00 a.m. to 5:00 p.m. Occasional evening and weekend work and travel throughout the State of Colorado may be required as job duties demand.
- While performing the duties of this job, the employee will work in an individual office with a door. The noise level is quiet.
- While performing the duties of this job, the employee is regularly required to sit for extended periods of time, use hands in repetitive motion tasks, handle objects and talk or hear. The employee is occasionally required to stand or move about and reach with hands and arms. The employee must frequently lift and/or move up to 10 pounds. Vision abilities required include close vision, depth perception and ability to adjust focus.

Other Requirements:

- Practicing Catholics are preferred. However, for this position, qualified candidates of traditional Christian moral values will be seriously considered.
- Must pass a criminal background investigation.
- Must have good driving record, current Colorado Driver's License, and automobile insurance.

Employment in and by the Church is substantially different from secular employment. Church employees must conduct themselves in a manner consistent with and supportive of the mission of the Church. It is expected that all employees respect Roman Catholic doctrine and religious practices. In some cases, reasonable accommodations for the religious practices of employees who are not Roman Catholic may be provided however, some positions will require that the incumbent be an active Roman Catholic in good standing and in full communion with the Church.

**Thank you for your interest in career opportunities with
The Catholic Pastoral Center-Diocese of Pueblo!**

Applications will be accepted until the position is filled.

To apply for this position, please complete a Diocese of Pueblo application and send to:
Lovae Castillo, HR Department, 101 N. Greenwood, Pueblo, CO 81003, or email
lcastillo@dioceseofpueblo.org