



# CHIEF FINANCIAL OFFICER

December 23, 2025

CATHOLIC RECRUITER ASSOCIATES

EXECUTIVE SEARCH • MANAGEMENT CONSULTING



## BACKGROUND

The **Diocese of Pueblo** is a Catholic diocese in Southern Colorado, established in 1941 as a suffragan diocese of the Archdiocese of Denver.

### History Highlights

- **Early Roots:** The area was under the jurisdiction of the Archdiocese of Durango (Mexico) until the Mexican-American War (1846–1849).
- **Establishment:** The diocese was **erected on November 15, 1941**, when Pope Pius XII separated territory from the Archdiocese of Denver.
- **First Church:** Our Lady of Guadalupe Catholic Church, constructed in **1858** in Conejos by colonists from New Mexico, was the first church in the Pueblo area.
- **First Bishop: Joseph Clement Willging** served from 1941 to 1959. During his tenure, the number of parishes increased from 39 to 60, and priests from 84 to 151.
- **Cathedral:** The seat of the diocese is the **Cathedral of the Sacred Heart** in Pueblo, which was completed in 1913 as the Sacred Heart Church.
- **Territory Change:** In 1983, several counties were removed from the Diocese of Pueblo to form the Diocese of Colorado Springs.
- **Current Bishop: Stephen Jay Berg** has served as the bishop since 2014.
- **Outreach Ministries:** Catholic Charities Diocese of Pueblo, Grand Valley Catholic Outreach, Hispanic Affairs Project Montrose, and The Catholic Foundation.

### Key Statistics (Recent Data)

The diocese covers the southern half of Colorado, encompassing a largely rural area.

- **Established:** November 15, 1941
- **Ecclesiastical Province:** Province of Denver
- **Territory Size:** Approximately 124,754 square kilometers (48,186 square miles)
- **Catholics:** Approximately **110,200** (or about 18.3% of the total population in the territory)
- **Parishes/Missions:** The diocese serves its people through 53 parishes and 44 missions (data from 2011/2012).
- **Clergy (active):** There are 49 active priests (diocesan, international, and religious) and 38 active deacons.
- **Education:** The diocese supports three affiliated Catholic elementary schools, including Holy Family Catholic School – Grand Junction, St. Columba Catholic School – Durango, and St. Therese Catholic School – Pueblo.

## Job Summary/Description:

The Chief Financial Officer (CFO) serves as a strategic, mission-driven leader entrusted with the faithful stewardship of the temporal goods of the Diocese of Pueblo under the authority and guidance of **Bishop Stephen J. Berg**.

The CFO provides executive leadership over all financial activities of the Diocese, including management of fiscal responsibilities, property and facility administration, risk management, investments, and employee benefits programs.

Collaborating closely with the Bishop, Vicar General, Presbyteral Council, and the Diocesan Finance Advisory Council (FAC), Human Resources. The CFO promotes prudent stewardship, transparency, and accountability in accordance with canon law, specifically Book II (The People of God) and Book V (The Temporal Goods of the Church). This role is designated as a canonical appointment.

## Financial Leadership:

- Provides strategic oversight and executive direction for all fiscal operations of the Diocese.
- Develops and executes the annual diocesan budget in consultation with the bishop's senior staff and the Diocesan Finance Advisory Council.
- Establishes and enforces comprehensive financial controls, budgeting frameworks, and forecasting systems.
- Prepares and creates accurate, thorough, transparent financial reports in a consistent and timely manner. Oversee audits and ensure accountability.
- Conducts in-depth financial analyses of major organizational initiatives or decisions with potential impact and advises the bishop.
- Reviews and interprets parish financial statements to identify trends, risks, and opportunities.
- Oversee diocesan investment portfolios in accordance with liquidity needs, strategic objectives, and Catholic socially responsible investment principles.
- Partners with health insurance consultants, 403(b) plan administrators, financial advisors and banking institutions, to ensure sound guidance, compliance, and alignment with diocesan objectives.
- Oversee the preparation of monthly, quarterly and annual financial statements and all related reporting.
- Responsible for the property, liability and casualty insurance policies.
- Oversight of employee benefits and payroll, ensuring accuracy, compliance, and consistency.
- Oversee IT operations, ensuring secure, efficient, and integrated financial and operational systems.

- Ad hoc audits of parishes, diocesan entities, and schools to ensure compliance and strengthen operational and financial accountability. Oversees financial activities related to parish assessments, including the Clergy Retirement Plan (CBS), Mission Co-Op, National Collections, and Advancing Missionary Discipleship (AMD) initiatives.

## Supervisory Responsibilities:

Directs and oversees the personnel within the Finance, Properties, and Facilities departments, ensuring effective administration, accountability, and alignment with the mission and objectives of the Diocese.

### Finance Department

- Directs the activity and productivity related duties of diocesan financial operations.
- Ensures appropriate accounting processes and procedures are in place to provide for good internal control and separation of duties.
- Responsible for the development and maintenance of a financial handbook/guide for department accounting policies and procedures ensuring the finance team is operating within new accounting developments instituted by regulatory bodies.
- Reviews all current finance-related procedures and processes, recommending improvements to the systems in place and managing systems going forward.

### Properties Department

- Provides strategic leadership for the Properties Department.
- Oversee the acquisition, disposition, leasing, and development (construction and renovation) of diocesan properties, including parishes and related entities in alignment with fiscal policies and strategic financial objectives.
- Ensures all properties are properly titled, insured, recorded, and maintained in compliance with legal, tax-exemption, and canonical requirements.

### Facilities Department

- Provide leadership and oversight for the Facilities Department, ensuring the efficient operation, maintenance, and safety of diocesan buildings and grounds.
- Oversee maintenance, repairs, capital improvements, vendor contracts, and facility budgets to ensure cost-effective stewardship of diocesan resources.
- Develops and enforces facility management policies that promote safety, regulatory compliance, and operational excellence.

## Qualifications:

### Education & Experience

- Master's degree in accounting, finance, economics, business administration and/or public administration or combination of extensive work experience, specific certifications, or other relevant training.
- Five years of experience in a supervisory position providing leadership, direction, and training to staff.
- Experience in payroll and accounting software such as ParishSOFT software, PDS, Fundware or comparable.
- Proficient with Microsoft Word and Microsoft Excel.
- Professional certification as a Chartered Financial Analyst (CFA), Certified Public Accountant (CPA), or Certified Management Accountant (CMA) preferred.

### Knowledge, Skills, & Abilities

- Proven ability to lead, delegate, and evaluate staff performance effectively.
- Must be able to positively, effectively, and efficiently interact with diverse personalities, ages, and management levels both within the diocese administrative offices and with outside entities.
- Expertise in nonprofit or governmental accounting standards, GAAP, and fiscal administration principles.
- Strong analytical and critical thinking skills with demonstrated ability to interpret complex financial data.
- Comprehensive knowledge of financial law, risk management, and nonprofit audit practices.
- Ability to be proficient in financial forecasting, budgeting, and data-driven decision-making.
- Exceptional organizational, communication, and presentation skills, both oral and written.
- Demonstrated ability to represent the Diocese with professionalism, integrity, and pastoral sensitivity.
- Skilled in developing and maintaining effective working relationships across diverse teams and external stakeholders.
- Competence with financial management software and Microsoft Office Suite.

### Work Environment and Required Activities:

- Full-time position (40 hours per week), Monday–Friday, 8:00 a.m.–5:00 p.m., with ability to work evenings, weekends, and extended hours as required for ministry operations.
- Requires periodic local and regional travel, including occasional overnight stays.

- On-site office environment with standard physical activities including computer use, lifting materials, and moderate mobility.

**Other Requirements:**

- Must be a practicing Roman Catholic and in good standing with the Church. This is a vital religious function that supports the mission and beliefs of the Catholic Church.
- Must be able to 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.

**Travel:** Requires periodic local and regional travel, including occasional overnight stays.

**Salary:** \$140,000-\$165,000 depending on qualifications and experience. This position offers comprehensive benefits including medical, paid time off, and retirement plan (details will be furnished to finalist candidates).

**Application Deadline:** February 15, 2026  
*(We reserve the right to shorten the deadline for applications if we have sufficient interest. Please apply early to ensure your background will be considered.)*

**For consideration, please email resume to:**

Brent Morton  
Senior Vice President of Recruiting  
Catholic Recruiter Associates  
**[Brent@CatholicRecruiter.com](mailto:Brent@CatholicRecruiter.com)**

**Note:** Only those selected for an interview with the search committee will be contacted.

Search managed by:

CATHOLIC RECRUITER ASSOCIATES

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