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

The Diocese of Pueblo is seeking a Chief Financial Officer

Job Location:	Pueblo, Colorado
Type:	Full-time (40 hours per week)
FLSA Status:	Exempt
Salary Range:	$140,000 - $165,000 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 $140,000 - $165,000 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 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 the bishop. 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.

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

Essential Duties:

<u>Financial Leadership</u>

- 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.

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 and 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 and Abilities demonstrating application of the following:

- 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.

Supervisory Responsibility:

- 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.

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:

- Practicing Catholics preferred. However, for this position, qualified candidates of traditional Christian moral values will be seriously considered.
- 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.

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

Applications will be accepted until September 30, 2026.
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