



## **DIRECTOR OF FINANCE**

**Job Title:** Director of Finance  
**Opening Date:** March 24, 2017  
**Location Name:** Pastoral Center  
**City:** Portland  
**State:** OR  
**Zip:** 97214  
**Job Number:**  
**Job Category:**  
**Position FTE:** Full time  
**Term of Service:**

### **Position Summary:**

The Director of Finance is a member of the financial leadership team of the Archdiocese of Portland in Oregon and is responsible for protecting Archdiocesan assets by fostering an environment that promotes innovative and sound business policies and practices that balance controls, compliance and customer service. Also responsible for collaboration with and assistance to parishes and schools in area of strategic analysis as well as providing direction for financially troubled entities.

### **Major Responsibilities:**

1. Establish appropriate programs to ensure controls are created and maintained throughout the Archdiocese to safeguard assets, including financial, reputational and physical assets.
2. Develop and document business processes and accounting policies to maintain and strengthen internal controls.
3. Stay abreast of new developments, trends, banking services and the regulatory and legislative environment. Proactively and strategically communicate and address these changes.
4. Provide financial information and analyses to support senior management decision-making and meet reporting requirements.
5. Develop and/or modify an effective Enterprise Risk Management program.
6. Provide various operational financial services and support, including internal control oversight in the areas of accounting, finance, budgeting, banking, cash management and short term investing.



7. Manage a senior financial analyst, support services staff and an internal auditor. Assure utilization of a risk based analysis for prioritization in internal review control.
8. Prepare updates of short and long term investment policies and financial policies.
9. Work collaboratively with parishes and schools in area of investments and financial analysis.
10. Review and submit applications for group exemption (from federal income tax) to the United States Conference of Catholic Bishops (USCCB).
11. Participate in committees such as the:
  - a. Finance Council
  - b. Investment Committee
  - c. Audit Committee
  - d. Building Commission (as a non-member)
12. Present topic specific workshops to parishes and schools at events such as Finance & Administration Days and New Pastor Workshops.
13. Assure Archdiocesan compliance with the Payment Card Industry Data Security Standards.
14. Assure adequate liquidity is maintained for the Pastoral Center to support accounts payable.
15. Serve as Secretary for the Parish Funds Trust:
  - a. Chair and coordinate meetings and record deliberations.
  - b. Act as an underwriter and loan originator in assessing financial qualifications and credit worthiness of loan applicants.
  - c. Perform regular analysis and reassess ongoing credit risk of outstanding loans.
  - d. Document Trustee actions regarding loan requests.
  - e. Originate loan commitment letters, promissory notes and UCC filings.
  - f. Propose quarterly rates paid for savings accounts and rates charged for loans.
  - g. Analyze and present the financial performance of the Trust to Trustees.



- h. Regularly communicate and coordinate status of loan applications with the Secretary of the Building Commission to assure applicants receive proper Archdiocesan approval.
  - i. Provide cash management administration.
  - j. Assist parishes in preparation of cash flows and background assumptions.
16. Other duties may also be assigned.

**Required Skills and Experience:**

1. Bachelor's degree in Accounting, Finance, Economics or related field plus six to ten years of applicable experience or an equivalent combination of education and relevant experience.
2. Demonstrated ability to balance controls and compliance.
3. Excellent relationship management, work productively with, and ability to gain confidence in all levels of an organization.
4. Advanced quantitative, financial management and analytical skills to review, interpret and effectively disseminate complex financial information.
5. Demonstrated ability to understand and direct the information needs of management and provide meaningful reports and analyses.
6. Demonstrated ability to develop, maintain, and communicate accurate reporting of financial information.
7. Understanding of necessary systems and procedures to support internal control and external reporting and compliance requirements.
8. Excellent oral and written communication skills coupled with negotiation skills to formulate policies and programs and arrive jointly at solutions with clients and stakeholders.
9. Strong management skills with previous experience managing people, delegating work and providing directions/corrections
10. Excellent customer service, collaborative and interpersonal skills.
11. Certified Treasury Professional certification helpful.
12. Practicing Catholic preferred.

For consideration, please email your resume and a cover letter detailing how you meet the above qualifications to [hr@archdpdx.org](mailto:hr@archdpdx.org) with "Director of Finance" in subject line.