



THE DIOCESE OF HOUMA THIBODAUX

FULL-TIME POSITION AVAILABLE **Chief Financial and Administrative Officer**

The Diocese of Houma-Thibodaux is currently seeking a full-time employee for the ministry of **Chief Financial and Administrative Officer**. This position serves as financial and administrative officer of the Diocese of Houma-Thibodaux to ensure the safe-keeping and proper stewardship of all assets, both financial and non-financial, and provides financial and administrative service to the departments, offices, programs, parishes, schools and affiliated entities of the diocese. This position is eligible for full benefits.

Essential Duties and Responsibilities Include the Following

(Other Duties May Be Assigned)

- Management, budgeting, and financial reporting and record-keeping for all diocesan offices and programs, affiliated entities and trusts, including but not limited to, the diocesan wide centralized programs of payroll, employee benefits, deposits and loans, liability/property insurance, safety, risk management, building and construction, communications, personnel, catholic charities, cemeteries, computer operations, catholic schools, safe environment, and parish support.
- Administrative, business, and financial advisor to Bishop.
- Deliver financial statements, budgets and other information to the diocesan finance council and other affiliated entity/trusts boards.
- Liaison with attorneys for all diocesan, parish and school legal matters.
- Maintain professional relationships with external business contacts (bankers, auditors, investment managers, actuaries, insurance brokers, consultants, contractors).
- Calculation of Cathedraticum, Christmas and Easter quotas, priest retirement assessment, accumulated priest retirement benefits, property/liability insurance billing.
- Must have ongoing continuing education in areas of administration

Other or Shared Responsibilities

- Review quarterly consolidated financial report for parishes and schools.
- Administrative, business, and financial advisor to parishes and schools.

This Position Supervises

- All diocesan staff and oversees operations of approximately 20 ministries.

Education and Experience Qualifications

- BA/BS degree in Accounting, Finance, Business Administration.
- At least 10 years progressive experience in executive level financial management or public accounting.
- Administrative leadership experience, preferably in the Catholic Church or non-profit, including working with consultative bodies, supervision, accounting, investing, and borrowing.
- CPA, MBA, or DFM preferred
- Must be a practicing Catholic in good standing with the Church

Other Qualifications

- Strong professional and interpersonal skills demonstrating the ability to communicate clearly and effectively with others on all levels both orally and in writing; excellent presentation skills.
- Must be able to multi-task and set priorities.
- Knowledge of Generally Accepted Accounting Principles, finance, record-keeping, budgeting, and cost control principles.
- Must have excellent computer skills and experience in Microsoft Office Software and accounting software packages.
- Experience required in the following areas: property management, investments, employee benefits and insurance.
- Familiarity with the Code of Canon Law related to temporal goods preferred.
- Ability to establish and maintain friendly and cooperative relations with employees, clergy, and parishes, schools, and other organizations the diocese supports.
- Flexibility to work occasional evenings and weekends, and travel.

Applications

For consideration please submit a cover letter, resume and three professional references to hr@htdiocese.org.

Applications are being accepted until position filled.

The Diocese of Houma-Thibodaux is an Equal Opportunity Employer and does not discriminate against applicants or employees by reason of race, color, religion, sex, national origin, age, disability, veteran status, genetic information of any other basis prohibited by applicable law.*

**The Diocese, in its sole discretion, reserves the right to require "practicing Catholic" to be a qualification for a position.*

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