

# **The Episcopal Church in the Diocese of Los Angeles**

The Episcopal Diocese of Los Angeles, an equal opportunity employer, seeks a temporary Chief Financial Officer, position to be filled immediately. We are also in search for a regular Chief Financial Officer. Please forward the job description below to anyone who might be interested for the position.

Inquiries about the position should be e-mailed directly to the Missioner for Human Resources, Canon Anilin Collado, [humanresources@ladiocese.org](mailto:humanresources@ladiocese.org) or 213.482.2040, ext 250.

## **Job Description: CFO**

Missioner for Financial Stewardship  
Finance Department

### **SUMMARY**

Responsible for financial and fiscal management aspects of Diocesan operations. Provide leadership and coordination in the finance related administrative, business planning, accounting and budgeting efforts of the company. This is a hands-on management position requiring a high level of integrity and a desire to work in a mission-driven environment.

### **PRIMARY RESPONSIBILITIES**

- Create, coordinate, and evaluate the financial programs and supporting information systems of the Diocese to include accounting, budgeting, accounts receivable and accounts payable, auditing, payroll, cash forecasting and cash management, tax planning, real estate, and conservation of assets.
- Develop, coordinate and supervise the implementation of changes and improvements in automated financial and management information systems for the Diocese.
- Supervise the finance and accounting staff to ensure proper maintenance of all accounting systems and function.
- Ensure compliance with local, state, and federal contract(s) budgetary reporting requirements.
- Supervise the approval and processing of revenue, expenditure, and position control documents, ministry budgets, compensation updates, general ledger, and account maintenance and data entry.
- Coordinate the preparation of financial statements, financial reports, special analyses, and financial forecasts and information reports.
- Develop and implement finance, accounting, billing, and auditing procedures.
- Establish and maintain appropriate internal control safeguards.
- Interact with other missioners to provide consultative support to planning initiatives through financial and management information analyses, reports, and recommendations.
- Ensure records systems are maintained in accordance with generally accepted auditing standards.
- Coordinate audits and proper filing of tax returns.

- Ensure legal and regulatory compliance regarding all financial functions.
- Develop and direct the implementation of strategic business and/or operational plans, projects, programs, and systems.
- Assist in obtaining the necessary licenses and insurance required for the Diocese.
- Analyze cash flow, cost controls, and expenses to guide Diocesan leaders. Analyze financial statements to pinpoint potential weak areas.
- Establish and implement short- and long-range missional goals, objectives, policies, and operating procedures.
- Oversee financial management of government contracts and private grants to include developing financial and budget policies and procedures.
- Staff support as requested for the Diocesan Investment Trust, including shareholder interface and annual audit.
- Support to the Corporation of the Diocese and Treasurer of the Diocese with all financial matters, including staff liaison to the budget committee, audit committee, property insurance committee, and benefits committee.
- Support to the Diocesan Council, including liaison to the budget committee for developing the annual Mission Share Fund budget
- Support Bishop Diocesan's Corporation Sole entity with financial-related projects and duties
- Assist in property-related transactions
- Manage IT provider (CalNet Technologies)
- Recruit, train, supervise, and evaluate department staff.

#### KNOWLEDGE AND SKILL REQUIREMENTS

- Experience in strategic planning and execution.
- Knowledge of contracting, negotiating, and change management.
- Knowledge of finance, accounting, budgeting, and cost control principles including Generally Accepted Accounting Principles.
- Knowledge of automated financial and accounting reporting systems.
- Knowledge of federal and state financial regulations.
- Ability to analyze financial data and prepare financial reports, statements, and projections.
- Work requires professional written and verbal communication and interpersonal skills.
- Ability to lead and motivate teams to produce quality results within tight timeframes and simultaneously manage several projects.
- Ability to work collaboratively with other mission areas of the Diocese.
- Ability to participate in and facilitate group meetings.
- Excellent analytical and abstract reasoning skills, plus excellent organizational skills.

Formal educational background should include a combination of the completion of a master's degree in Finance or Accounting and ten years of experience in a senior-level finance or accounting position. A CPA or MBA would be a plus.