

**ARCHDIOCESE OF CINCINNATI
POSITION DESCRIPTION**

POSITION TITLE: Director of Financial Services/CFO **EFFECTIVE DATE:** 5/2026

DEPARTMENT: Financial Services

POSITION SUMMARY:

The Director of Financial Services/CFO administers the temporal goods of the Archdiocese and promotes financial leadership and responsibility across the Archdiocese to all parishes, schools and affiliates under the ownership or trusteeship of the Archbishop. The position is responsible for the overall operation of the Finance Office, as well as the supervision of Property Management & Real Estate, Central Services (to include IT), Payroll, Health Care Plan, Self-Insurance Plan, the Retirement Plans and cemeteries owned/operated by the Archdiocese. The CFO handles the responsibility for the treasury and investment decisions, cash flow analysis, and administration of the Pooled Investment Fund, including approval of all bank loans, significant contracts and building projects in accordance with the Document on Temporal Affairs. The CFO serves as liaison with the various advisory councils to the Archbishop, to include Finance, Presbyteral and Pastoral Councils and the Athenaeum. The Archdiocese is a highly collaborative organization and as such the CFO frequently advises and seeks the advice of other Department Directors on projects and questions.

CREDENTIALS & EXPERIENCE:

Must be a practicing Roman Catholic with significant experience in responsible financial management, including a broad understanding of technical areas of business and finance. The Director should possess administrative, supervisory, planning and organizational skills as well as excellent written, verbal and public speaking skills. Must have a Bachelor's degree in accounting, finance, business or related field with a CPA, CPCU, FMLI, ARe, CFA and/or MBA preferred and have at least 10 years of directly related professional experience in a public or non-profit institution.

REPORTS TO: The Archbishop or his designee

DUTIES & RESPONSIBILITIES:

- 1.* Handles the overall supervision of:
 - a) Financial Operations and Financial Statements of the Pastoral Center
 - b) Health Care Plan
 - c) Self-Insurance Plan
 - d) 401(k) Retirement Plan, Lay Employees' Retirement Plan and Priest Retirement Plan.
 - e) Property Management & Real Estate
 - f) Central Services (includes IT)
 - g) Payroll Services
 - h) Parish Audit
 - i) Archdiocesan cemeteries
- 2.* Responsible for the direct management of:
 - a) Investment activities of Pastoral Center funds and retirement plan assets.
 - b) Treasury function including banking relationship, loans, etc.
 - c) Pooled Investment Fund for parishes and institutions.
 - d) Pastoral Center Financial Statements
 - e) Annual audit of Pastoral Center including publication of the Annual Report.

- f) Annual audit of Lay Employees' Pension Plan.
 - g) Approval of significant capital improvement projects for parishes and institutions.
 - h) Pastoral Center budgets and reporting.
 - i) Develops financial policies and regulations for Pastoral Center as well as parishes and institutions.
- 3.* Coordinates and directs meetings for:
- a) Archbishop's Finance Council
 - b) Archbishop's Health Care Plan Advisory Committee
 - c) Lay Employees' Pension Plan
4. Serves as Member of:
- a) Seminary Board (Including Finance)
5. Serves in various capacities with the following:
- a) Catholic Community Foundation
 - b) Catholic Education Foundation
 - c) Priest Retirement Corporation
 - d) 401(k) Committee
 - e) Lay Employee Pension Plan
 - f) CEF Scholarship Granting Organization (SGO)
- 6.* Attends weekly Department Directors' Meetings with the Archbishop.
7. Supervises and directs staff on daily basis.
8. Participates in and makes presentations at workshops for Parish Business Managers, New Pastors, employees, seminarians and other workshops as deemed appropriate.
9. Other duties as assigned by the Archbishop or his designee.

SUPERVISION RECEIVED: Works under the direction of the Archbishop or his designee

SUPERVISION EXERCISED: Supervises the Finance, Property Management & Real Estate, the Central Services (to include IT) Departments and Cemetery Operations.

***DENOTES ESSENTIAL FUNCTIONS OF POSITION**

TERMS OF EMPLOYMENT:	Salary	7 hours per day	35 hours per week
	260 Days	12 months	

ORGANIZATIONAL RESPONSIBILITY:

Employees of the Pastoral Center of the Archdiocese of Cincinnati will have knowledge of the Catholic faith, a willingness to work for a Catholic, faith-based agency and adhere to the policies of the Archdiocese of Cincinnati. Employees will not publicly oppose the teachings of the Catholic faith nor publicly advocate for any position in conflict with Catholic teaching, or the specific positions of the Archdiocese of Cincinnati or the United States Conference of Catholic Bishops. This requirement includes any public speech, demonstration or writing including the use of social media or other digital technologies.

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Employee Signature	Printed Name	Date
_____	_____	_____
Supervisor Signature	Printed Name	Date