



# Shrine of Our Lady of Guadalupe, Inc.

## Position Description

Title: Chief Financial Officer  
Reports to: Executive Director

Date: March 2023

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**BASIC FUNCTION:** The Chief Financial Officer serves as a member of the Shrine's executive team who reports to the Executive Director and who oversees and is responsible for all aspects of the Shrine's finance department. The CFO works closely with the Treasurer, a member of the Board of Directors.

*This is a part-time/fractional position. The work will be cyclical in nature, so the hours per week will vary according to the financial cycle, and will range anywhere from 4 - 20 hours/week, with an average being one day+ per week.*

*\*\*\*The job calls for the CFO to be at the Shrine at least one day each week.\*\*\**

### **PRINCIPAL RESPONSIBILITIES include but are not limited to:**

1. Oversees departmental staff and all Shrine finances and employee benefits
2. Develops financial strategies, manages cash flow, and provides timely financial reporting to support the Shrine's multifaceted mission and assesses and evaluates the same
3. Participates in the development of the Shrine's long-range plans and programs as a strategic partner and provides financial forecasts
4. Oversees annual budget in consultation with department heads, Treasurer, and Board of Directors
5. Oversees the finances of the Shrine's retreat house capital campaign and building project and all future campaigns and building projects
6. Oversees risk management strategies and related insurance requirements
7. Responsible for maintaining effective accounting procedures and internal controls, including proper segregation of duties
8. Ensures adherence to applicable accounting standards, as well as federal, state, and local financial reporting laws and regulations
9. Selects and oversees accounting software and collaborates with other departments to improve overall IT system efficiency
10. Oversees banking relationships and accounts and reviews all contracts
11. Serves as staff to board audit committee and to the endowment trust
12. Oversees relationship with Shrine's accounting firm and oversees annual external audit

### **QUALIFICATIONS:**

- Bachelor's degree (accounting or finance preferred)
- Professional certification: CPA or MBA
- Sound knowledge of the Catholic Faith and commitment to the sacramental life
- Total of 10-15 years of related professional experience, with a minimum of 4 years of experience in public accounting with a nationally recognized (top 15) firm OR at least 4 years as a CFO or Controller OR equivalent experience

- Previous work with both for-profit and non-profit entities is a plus
- Experience with endowments and facilities management desired
- Strong oral and written skills and capacity for public speaking to promote the Shrine's mission