



Catholic Diocese of Jackson
Director of Department of Temporal Affairs

The chancery office of the Diocese of Jackson is now accepting resumes for the position of Director of Department of Temporal Affairs (position formerly titled Chief Financial

Officer). Candidates are required to hold an undergraduate degree, CPA and advanced degrees preferred, a minimum of ten years leadership experience in accounting and finance and must be a practicing Catholic in good standing. Preference will be given to those having administrative experience in the Catholic Church, property management, employee benefits, medical and property insurance, familiarity with Canon Law related to temporal goods and excellent presentation, verbal and written communications skills. Resume and cover letter should be sent to kevin.slattery@jacksondiocese.org

The Diocese of Jackson

Director of Department of Temporal Affairs

Position Description

The Director of the Department of Temporal Affairs is the principal advisor to the Diocesan Bishop in matters of finance in cooperation with the Diocesan Finance Council. The Director reports to the Vicar General and is responsible for administering the temporal goods of the Diocese under the authority of the Bishop, advancing sound practices for the care of the temporal goods of the church.

Job Duties and Responsibilities

- Act as Financial Advisor to the Bishop and other Diocesan leadership.
- Analyze and make recommendations pertaining to all major financial decisions and questions facing the Diocese, its parishes, schools, and other external organizations.
- Serve on the Diocesan Finance Council and serve on other committees or entities as directed by the Bishop.
- Supervise preparation of periodic financial statements for Diocesan Administrative offices, Diocesan Management, Diocesan Finance Council and appropriate external organizations.
- Implement and evaluate financial policies and practices of the Diocese to ensure that financial goals and objectives are met in accordance with Canon Law, policies established by the Diocesan Bishop, and government regulations.
- Oversee department staff responsible for Diocesan accounting, internal audit, parish and school accounting, centralized payroll, facilities management and Diocesan benefits.
- Oversee department staff in the planning and completion of the Diocesan annual audit process in accordance with generally accepted accounting practices.
- Oversee department staff in the planning and completion of the Diocesan budget.
- Engage and interact with legal counsel on issues pertaining to the Diocesan financial affairs.
- Assist in reviewing contracts, deeds, and other legal documents submitted to the Bishop for execution.
- Participate in administration of Diocesan pension plans and employee medical plan.
- Participate in the administration of risk management to include property, liability, and casualty insurance coverage.

- Work with an Investment Consultant to oversee all investment funds according to the Diocesan investment policy.
- Maintain a high level of contact and effective communication with constituencies across the Diocese, especially with Diocesan staff, pastors and their parish staffs, and parish finance councils.
- Collaborate regularly with the Diocesan temporal affairs priest liaison who will assist the Director of Temporal Affairs to ensure effective ongoing communication with parishes regarding Diocesan finance policies.
- Attend regional and national Diocesan Fiscal Managers Conferences and other conferences related to the position.
- Maintain all information as confidential.
- Other duties as assigned.

The job duties and responsibilities list reflects the general details considered necessary to describe the primary functions of the job identified and shall not be construed as a detailed description of all work requirements that may be inherent in the job or assigned by the Bishop.

Qualifications

- Undergraduate degree with a preference for advanced degrees in accounting or finance. CPA preferred.
- A minimum of 10 years experience with responsibilities in leadership positions in accounting and finance, with an excellent performance record. Non-profit accounting or finance experience preferred.
- Administrative leadership experience, preferably in the Catholic Church, including working with consultative bodies and supervision.
- Advanced knowledge of budgeting principles and practices, accounting principles, investments, and financial reporting methodologies.
- Experience preferred in the following areas: property management, employee benefits, and insurance.
- Preference for candidates familiar with the Code of Canon Law related to temporal goods.
- Strong history of exceptional interpersonal skills, both with co-workers and clients.
- A high degree of flexibility, the ability to work on multiple projects simultaneously, and a high level of independent thought and initiative.
- Excellent presentation, verbal and written communication skills.
- Practicing Catholic in good standing.

Other

- Full-time, exempt position.
- Includes a comprehensive benefit and retirement plan.
- Occasional daily and overnight travel.
- Salary commensurate with education and experience.
- Criminal background check and Protecting God's Children compliance required.