



## **Roman Catholic Archdiocese of Regina**

### **Position: Financial Officer**

#### **Position Summary:**

Reporting to the Director of Pastoral Services, and working collaboratively with the Archbishop and Archdiocesan Administration, the Financial Officer is responsible for oversight of all financial operations of the Archdiocese and provides strategic financial guidance and effective advisory support to the Leadership Team of the Archdiocese of Regina. The Financial Officer ensures compliance with regulatory requirements and fosters long-term financial sustainability of the archdiocese. As part of the Leadership Team of the Archdiocese of Regina, the successful candidate will bring their energy and enthusiasm for the mission of the Church.

#### **Responsibilities:**

- Ensure financial goals and objectives, including long-term planning, are met and are in accordance with Canon Law, Archdiocesan policies and procedures, and current legislation.
- Prepare and monitor the annual operating budget with the Archdiocese Finance Council.
- Ensure preparation of monthly, quarterly and annual financial statements for distribution to appropriate leadership.
- Make financial recommendations to the Leadership Team of the Archdiocese of Regina and the Archdiocesan Finance Council.
- Establish, monitor, and enforce internal controls, policies and procedures for accounting, finances, administration, and payroll for all Archdiocesan entities.
- Oversee required Archdiocesan audit processes, accounting policies and procedures, and payroll systems.
- Oversee external Archdiocesan service contracts, risk management and insurance programs.
- Manage and monitor all investments collaboratively with the Investment Committee, including acquisition and disposal of real property, stocks, bonds and other financial instruments.
- Analyze financial information for construction and renovation projects presented to the Archbishop for approval.
- Oversee Archdiocesan property management.
- Engage effectively with the other members of the Leadership Team to foster collaboration and alignment of the financial department and resources with the mission, vision and strategic goals of the Archdiocese.
- Assign tasks, monitor the work flow of the finance department, and provide coaching and feedback as required.

## Qualifications:

- Certified Professional Accountant (CPA) designation required.
- 3+ years in a senior accounting position with supervisory responsibilities.
- Superior knowledge of Canada Revenue Agency guidelines, accounting and payroll principles, and practices.
- Experience with preparing registered charity annual returns would be an asset.
- Proficient user of accounting software (Sage 50) and MS Office software, expressly Excel.
- Proven leadership ability and vision with a commitment to the mission of the Catholic Church.
- Volunteer or professional experience with religious organizations or contexts.
- Advanced analytical, negotiating and problem-solving skills.
- Strong organizational, administrative, and interpersonal management skills.
- Strong verbal and written communication skills and the ability to work positively with individuals of all ages and backgrounds.
- Exceptional attention to detail and high level of accuracy.
- High level of integrity, ethics and commitment to maintaining confidentiality of all archdiocesan information.
- Human resource management skills, including the ability to foster a team atmosphere with staff and volunteers.
- Demonstrated cultural awareness and sensitivity.
- French speaking would be an asset

Salary Range: \$100,000 to \$120,000

Interested applicants are invited to submit a resume and cover letter by April 1<sup>st</sup> to:

Archdiocese of Regina  
Attention: Melissa Gurash, Administrative Assistant  
P.O. Box 1546 Stn Main  
Regina, SK S4P 4C3  
Email: [mgurash@archregina.sk.ca](mailto:mgurash@archregina.sk.ca)

Applications will be received until the role is filled and we reserve the right to shorten or extend the application deadline based on interest. Please apply promptly to ensure your application will be considered.

We thank all applicants for their interest, however, only those shortlisted for an interview will be contacted.