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| OPPORTUNITY PROFILEDirector of Finance Archdiocese of Vancouver |  |

# About the Archdiocese of Vancouver

The Archdiocese of Vancouver extends from Vancouver and the Sunshine Coast east to Hope and Boston Bar, north to Anahim Lake, and west to Bella Coola, encompassing 78 parishes, 50 schools and a Catholic population in excess of 437,000.

The Archbishop is the visible principle and foundation of unity in the particular church entrusted to him. In a unique and visible way, he makes Christ’s mission present and enduring as Shepherd of the Catholic Community. In order to fulfill his mission, the Archbishop employs suitable, chosen collaborators (clerics, consecrated persons and lay members of the Christian faithful). He shares with them the apostolic mission and entrusts various responsibilities to them (*Directory on the Pastoral Ministry of Bishops, 198).*

# The Opportunity

The Archdiocese of Vancouver is searching for a seasoned professional who is forward-looking, and a driver of strategic planning. The Director has three primary roles: as a finance expert, as an active member of the Archbishop’s leadership team, and as leader of the finance function and team.

He/she contributes to the Archdiocese’s mission by:

* Providing strategic and financial guidance to ensure that its commitments are met;
* Developing all necessary policies and procedures to ensure sound financial management and control.

The Director reports to the Archbishop and administers the Archdiocese’s financial affairs under his authority according to the provisions of the Code of Canon Law and Archdiocesan policies.

The position is an ecclesiastical office pursuant to canons 145 to 157 of the Code of Canon Law. Specifically, the position of Director of Finance is the office of Financial Administrator (c. 494).

# Overall Responsibilities

## The Director has responsibility for the following areas:

* Financial and operational management
* Strategy and planning
* Management of the team in the Finance Office
* Oversite of systems, policies, and internal controls as they relate to the finance function.

# Candidate Requirements

The candidate must be “truly expert in financial affairs and absolutely distinguished for honesty” (c. 494 §1).

* *Five to ten (5-10) years* of progressively advanced senior financial management experience leading a team of accountants in a large, complex organization, preferably the Catholic Church or other not-for-profit organization (NPO) with a budget of at least $10 million. Experience should demonstrate leadership in successfully partnering with key stakeholder groups with complex needs (e.g., other senior staff, consultative bodies), and excellence in implementing best practices in NPO accounting, investing, borrowing, and compliance. Specific professional experience with real estate, risk management, and insurance would be ideal.
* Bachelor’s degree in a business-related field; advanced degree in business administration, finance, or accounting preferred.
* Licenses/certifications:CPA required.

# Knowledge, Skills & Abilities

* Advanced knowledge of budgeting principles, strategic planning and organizational financial performance monitoring;
* Advanced knowledge and experience leading the financial operations of an NPO and related accounting principles, fund accounting and financial reporting methodologies (Canadian standards for not-for-profit organizations (“ASNPO”);
* Advanced skills in financial analysis, modeling, business case development;
* Proven ability in treasury management;
* Organizational skills to lead a team of 4-5 accountants while effecting change;
* Demonstrated ability in senior management leadership, in change management and in leading finance transformation initiatives;
* Knowledge of civil and canon law, accounting standards and principles, and administrative structures of the Catholic Church;
* Knowledge of the management, sale, and leasing of buildings/property;
* Understanding of leading standards for internal controls over financial reporting and operations (e.g. segregation of duties, C-Sox Act, COSO);
* Proficiency in information technology, including knowledge of database and accounting computer applications (knowledge of QuickBooks preferred);
* Utmost integrity to maintain confidential information.

# Conditions of Employment

* Compliance with all qualifications for ecclesiastical office stated in the Code of Canon Law;
* Understanding of and commitment to the mission of the Church;
* Active member of a Catholic parish;
* Satisfactory background check and training in compliance with the Safe Environment Policy and related archdiocesan requirements.

# Working Environment

* Fast-paced working environment with the need for flexibility to work occasional evenings and weekends;
* Regular travel throughout the Archdiocese is required, as well as occasional travel outside of the Archdiocese. A personal automobile will be necessary for local travel.

# Compensation

* Competitive compensation package offered commensurate with qualifications, experience and not-for-profit industry standards;
* Excellent Group Benefits offered, including optional Group Pension Plan.

## **For further information, or to apply for this opportunity, please submit a résumé and a cover letter with “Finance Director” in the subject line to:**

Human Resources Office

Roman Catholic Archdiocese of Vancouver

Email: humanresources@rcav.org

Website: [www.rcav.org/employment](http://www.rcav.org/employment)