



Chief Financial Officer (CFO) Full-time, Exempt

The Episcopal Diocese of California

The Episcopal Diocese of California (DioCal) comprises 78 Episcopal congregations and specialized missions and 12 social service institutions in the six counties of the Bay Area. Established in 1849, the Diocese of California has served the region through advocacy, outreach, spiritual nurturing, sacrament, service, and mutual support. In our rich history, the Diocese of California has been on the prophetic side of social and societal issues, offering support, services, and leadership through natural disasters, pandemics, political upheaval, racial reconciliation, and human-made climate catastrophe. Today's diocese and its Bishop and staff represent some 25,000 Episcopalians, our congregations, and a dozen chartered nonprofit institutions that provide social services and welfare to thousands every year.

The Chief Financial Officer ("CFO") is responsible for overseeing all fiscal and accounting activities of the Episcopal Diocese of California. The CFO manages a team of 2.5 FTE and works collaboratively with councils, committees, program staff, and congregational leadership. The CFO serves on the Senior Team and reports directly to the Bishop.

Leadership Duties

Diocesan Leadership

The Diocese of California uses the philosophy of *The Beloved Community* to guide our work, our interpersonal relationships with colleagues, and our commitment to the mission of the Church and its policies. <https://diocal.org/beloved-community>

The successful candidate will embrace and embody the five characteristics of *The Beloved Community*: Transparent and Accountable Leadership; Rooted Spirituality; Embodied Justice; Church Vitality; and Inclusive Community. Alongside the five characteristics, are the *Five Practices*, by which all diocesan staff are guided: Collaboration; Invitation; Diversity; Neighborhood Embeddedness; and Sustainability.

The CFO also provides advice and counsel to the Bishop and the program team regarding strategy and financial matters of the diocese and of its congregations, embodying the spirit of a *Servant Leader*.

Finance Office Leadership

The CFO leads the Finance Office in the performance of all financial responsibilities of the diocese. In addition to the CFO, the Finance Office includes a full-time Controller, a full-time payroll and benefits specialist, and a part-time auditor. As the working group head, the CFO is responsible for managing staff and engaging in their professional development, ensuring that appropriate review protocols are in place,

as per diocesan policy and canons. The Finance Office staff serve internal and external clients, maintaining key relationships with program staff, congregations, institutions, and vendors.

Equipping *The Beloved Community*

- Lead and inspire diocesan training events to inform clergy, congregational staff, and lay volunteers in aligning our finances through the lens of mission
- Collaborate with colleague working group heads to establish budgets to enhance program capacity
- Visit congregations and institutions to consult on financial matters, meet with church leaders and treasurers, and advise on financial best practices
- Present at deanery meetings, Executive Council, and Convention, and other meetings as required on the budget and budget process
- Convene and lead a team of consultants and trainers on financial practices, audit practices, and investment practices, financial accountability, and transparency

Operational Duties and Responsibilities

Diocesan-Wide Relationships

Fostering a sense of collaboration and support with congregations and affiliated ministries is key to a well-functioning diocese. The CFO is expected to work closely with diocesan committees and other staff in areas of leadership and administration of the diocese:

- Provides support to congregations with respect to financial reporting, treasury and accounting matters, compliance with audit and other diocesan requirements, and related matters
- Interacts with congregations and staff with regards to enrollment and changes in medical and dental insurance coverage and questions with regards to such coverage
- Monitors adherence to Diocesan policies concerning commercial, casualty and D&O insurance coverages for all congregations and Diocesan institutions
- Serve as a resource to congregations to resolve property tax exemption matters, including retroactive filing process, release of property liens, and working with County Assessors' offices
- Meets with clergy and vestries/executive committees regarding financial and stewardship issues, concerns and opportunities
- Manage service-provider relationships including accounting, banking, facilities, human resources, and insurance
- Maintains and publishes annual calendar of deadlines for information returns, property tax exemption, parochial reports for distribution to congregational clergy and senior lay leadership
- Forms or joins collaborative teams with peer diocesan working group heads to address congregational strategic needs and consultations, as necessary

Financial Records

The diocesan commitment to transparent and accountable leadership is one of the hallmarks of the Beloved Community. The CFO embodies this commitment and inspires and instructs staff and

congregation leaders in transparent accounting and budgeting. The Finance Office is responsible for the creation, maintenance, and reporting of diocesan financial records, including, but not limited to:

- Operating accounts
- Investment accounts
- Restricted and unrestricted funds and endowments
- Payroll and benefits for diocesan employees and retired diocesan staff persons
- Congregational loan and grant funds
- Diocesan line of credit
- Overseeing, cultivating, and maintaining effective internal controls

Budgets

Budgets tell the story of our money, and reveal our Christian values. The way we approach budgeting with diligent stewardship and intentionally open process manifests in the collaborative way in which the CFO partners with the diocesan Program and Budget Committee and Finance Committee to create an operations budget that represents the needs of the diocese. The Finance Office is responsible for the preparation, presentation, maintenance, and implementation of the diocesan budget:

- Prepares and partners with the Program and Budget Committee and Finance Committee in a collaborative process to determine the budget
- Works closely with working group heads on the program budgets and revenue goals
- Works with diocesan commissions to oversee fiscal matters
- Prepares draft budget for the Bishop and the Bishop's staff
- Partners with the Finance Committee for approval of the budget
- Partners with the Executive Council and Convention for approval of the budget
- Monitors, analyzes, and updates monthly forecasts and budgets
- Reports monthly to Finance Committee, Executive Council, staff, and the diocese

Financial Reporting

Clear and frequent communication and reporting are essential to the transparent operations of the diocese and responsibility to our congregations and to Convention. The CFO is responsible for the preparation, presentation, and maintenance of diocesan financial reports:

- Prepares monthly and annual financial reports for Executive Council and Finance Committee
- Monitors performance against budget
- Develops long-term financial projections and analyses of diocesan funds
- Provides reporting essential to staff and committees' oversight of appropriate budget areas
- Prepares annual diocesan report to The Episcopal Church, as required by canons

Audits

Oversees and monitors annual audits of diocesan accounts:

- Coordinates annual external audits of financial accounts by external auditors
- Convenes Audit Committee meetings and responds to Audit Committee requests

- Receives and reviews annual parochial reports prepared by each congregation
- Oversees and approves internal audits of congregations as prepared by the internal auditor
- Reports on the audit to the appropriate staff and governance bodies

Investments and Endowments

Stewardship of the resources of the Church is a vital role of the CFO. Generations of faithful members have contributed generously to the diocesan endowment which provides for many essential services in the Bay Area. The CFO coordinates investment process and reporting:

- Convenes Investment Committee meetings and responds to Investment Committee requests
- Provides support to congregations investing with the endowment regarding investment opportunities and distributions
- Works with The Episcopal Church staff to monitor the diocesan endowment, invested with the Domestic and Foreign Missionary Society (DFMS)
- Manages the recording and disbursement of annual, multi-year, and legacy (trusts, real estate, etc.) gifts per donor requirements, Diocesan policy and practice, and California laws

Qualifications

- Education: Bachelor's degree in accounting, finance, business or related field
- Experience: Minimum 10 years' experience and / or experience in a responsible similar financial position. Evidence of leadership ability and strategic planning background. Common sense experience in non-profit financial management
- Relational: Strong communication skills, both written and oral presentation; ability to work collaboratively with persons of all educational levels and backgrounds, including volunteers
- Analytical: Strong organizational and problem-solving skills, ability to assimilate and evaluate large amounts of information and communicate it and its implications clearly
- Faith-based: Knowledge of the Episcopal Church and awareness of the Diocese of California plus, preference for a member of the Episcopal Church / Anglican Communion
- Available: Ability to engage with teams and/or congregants on evenings and weekend meetings, including Sunday services as necessary
- Character: Impeccable moral rectitude, unashamed kindness and compassion, ruthless generosity, self-awareness
- Commitment: Work with a community of faith with the humility, dignity and grace of a *Servant Leader*.

Compensation

Salary is commensurate with experience

For a complete listing of benefits, please visit: <https://diocal.org/resources/payroll-and-benefits/diocal-employee-benefits>

Equal Opportunity Employer

The Diocese of California celebrates diversity and respects the dignity of every human being, and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion (except as noted above), gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Application

We are currently accepting and reviewing applications. The position will remain open until filled. To apply, send your CV and cover letter to employment@diocal.org