

Job Posting: Chief Financial Officer (CFO)

Location: Chancery Office – 805 South Northshore Drive, Knoxville, TN 37919

Classification: Full-Time, Exempt

Reports to: Bishop of the Diocese of Knoxville

Salary: Commensurate with experience

Schedule: Monday to Friday, 35-hour work week

Application Deadline: July 31, 2025

Apply: Send cover letter and resume to mlentz@dioknox.org

Website: www.dioknox.org

About the Role

The Diocese of Knoxville is seeking a mission-driven and highly experienced **Chief Financial Officer (CFO)** to lead the financial operations of the diocese. In accordance with Canon Law (Can. 494) this is a canonically appointed position with a five-year renewable term. This appointment is made following a one-year probationary period.

The CFO will serve as a strategic advisor to the Bishop and oversee all financial functions of the diocese, including budgeting, financial planning, property management, and compliance. This role requires a leader of exceptional integrity, financial expertise, and a deep understanding of the Catholic Church's structure and mission.

Key Responsibilities

- Provide strategic financial leadership and analysis for the diocese and its affiliated entities.
- Develop and manage the diocesan budget in collaboration with the Bishop and Finance Council.
- Oversee financial reporting, audits, and internal controls.
- Supervise the finance team, including Controllers and Assistant Controller.
- Serve as the primary financial liaison to pastors and diocesan institutions.
- Monitor parish and school financial health and advise on corrective strategies.
- Manage real estate transactions, capital projects, and property records.
- Oversee pension and employee benefit plans, including 403(b) and insurance programs.
- Ensure compliance with Canon Law, diocesan policies, and government regulations.
- Participate in various diocesan councils and foundations, including the Investment Council and Catholic Education Trust Fund.
- Support Catholic Charities of East Tennessee with financial oversight and guidance.

Qualifications

- Bachelor's degree in Accounting, Finance, or Business Administration (Master's preferred).
- CPA or CMA certification required.
- Minimum of 10 years of progressive financial leadership experience in a major organization or nonprofit.
- Strong knowledge of Catholic Church operations, Canon Law, and diocesan finance.
- Proven ability to lead and develop high-performing teams.
- Excellent communication, organizational, and analytical skills.
- Proficiency in financial software and Microsoft Office Suite.
- Must pass a background check.

Benefits

- Health, Dental, and Vision Insurance
- Health Savings Account (HSA)
- Life, Long-Term Disability, and AD&D Insurance
- Pension Plan and 403(b) Retirement Savings
- Generous Paid Time Off
- Opportunities for professional development and spiritual enrichment

This is a unique opportunity to serve the Catholic Church through stewardship and leadership. If you are a faithful, experienced financial professional with a heart for mission, we invite you to apply. **Send cover letter and resume to Maura Lentz at mlentz@dioknox.org.**