



## Chief Financial Officer

(Victoria, BC)

On behalf of our client, the Roman Catholic Diocese of Victoria, we are searching for a Chief Financial Officer ("CFO"). Incorporated in 1892, the Roman Catholic Diocese of Victoria comprises the whole of Vancouver Island, the Gulf Island, and the islands off the west coast, ministering to approximately 94,000 Catholics. The Diocese, which has its Pastoral Office in Victoria, BC, encompasses 40 parishes and missions, five Catholic schools. Diocesan offices support pastors and parishes within the Diocese on behalf of the Bishop. The Pastoral Centre houses the Diocesan offices and Island Catholic schools' office. The Diocese is blessed with a variety of cultures and provides Masses in English, Croatian, French, Hungarian, Korean, Polish, Portuguese, Spanish, and Vietnamese.

The CFO serves as the financial administrator of the Diocese and reports directly to the Bishop. This is an exceptional opportunity for an individual who wants to be part of the Diocese's senior management team and oversee the stewardship of the organization's fiscal resources in support of the mission of the Diocese. Your primary responsibility will be to oversee all financial aspects of the Diocese, providing strategic financial guidance, ensuring compliance with regulatory requirements, and fostering long-term financial sustainability. The position of Chief Financial Officer is an ecclesiastical office which is open to lay women and men and is governed by the provisions of the Code of Canon Law. As the CFO, you'll be an integral part of a warm and supportive community that embraces values, fosters personal growth, and empowers you to bring your best self to work every day.

### Responsibilities

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- Under authority of the Bishop, directs, manages, and supervises the financial operations of the Diocese and its entities.
- Ensures that financial goals and objectives are met and are in accordance with Canon Law, established Diocesan policies and procedures, and civil and governmental regulations.
- Assists the Diocesan Finance Committee in establishing budgets for the income and expenditures for the entire governance of the Diocese.
- Monitors annual budgets and makes recommendations as to available resources and financial limitations.
- Ensures preparation of monthly, quarterly, and annual financial statements.
- Proposes internal policies and procedures for accounting, finances, administration, acquisition, and alienation of goods pertaining to the Diocese and its entities.
- Ensures effective communication and implementation of the policies and procedures enacted.
- Oversees all receipt and disbursement activity for the Diocesan administrative offices.
- Coordinates the annual Diocesan audit process in conjunction with the Financial Controller and an outside accounting firm.
- Oversees the Diocesan centralized payroll system.
- Oversees fundraising initiatives throughout the Diocese.
- Oversees information management systems.
- Oversees risk management and insurance programs for all Diocesan entities.
- Serves as liaison with the insurance broker and manages the employee extended health and benefit program.
- Oversees internal audit program for all Diocesan entities, ensuring that financial internal controls are adequate and functioning.



- Oversees, monitors, and manages all investments of the Diocese, including the acquisition and disposal of real property, stocks, bonds, and other financial instruments.
- Develops and maintains liaison relationships with investment managers and bank custodians.
- Analyzes parish/school financial information for construction/renovation projects presented to the Bishop, College of Consultors, and Diocesan Finance Committee.
- Engages and interacts with legal counsel on financial and administrative affairs and represents the Diocese regarding financial matters with government agencies.
- Maintains a high level of contact with entities throughout the Diocese, especially with Pastors / Pastoral Administrators and their parish staff and finance councils.

### Skills & Qualifications

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- Bachelor's degree in Finance, Accounting, Business Administration, or a related field. A master's degree or CPA qualification is preferred.
- Minimum five (5) years experience in a financial management position, preferably in a non-profit environment.
- Proven leadership ability and vision, and commitment to the mission of the Roman Catholic Church.
- Must be a practicing Catholic in good standing with an understanding of Catholic principles, values, and traditions.
- Strong organizational, administrative, interpersonal, and leadership skills.
- Excellent communication skills, both verbal and written, with the ability to present complex financial information to non-financial stakeholders.
- High level of integrity, ethics, and a commitment to upholding confidentiality.
- Knowledge of and experience in current office-related computer system(s), including but not limited to MS Office programs.
- Ability to clearly communicate and interact with the many different people who will be in contact with the Diocese, both internally and externally.

### Core Values and Characteristics

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At the Roman Catholic Diocese of Victoria, we uphold the following core values, which serve as the foundation of our work and guide our actions:

1. **Welcoming:** As a community rooted in faith, we embrace everyone with open arms, creating an inclusive environment where individuals from all walks of life feel accepted and valued.
2. **Faith-filled actions:** Grounded in our Catholic beliefs, we translate our faith into meaningful actions, demonstrating compassion, empathy, and care for one another and those we serve.
3. **Servant leadership:** Our leadership is rooted in humility and a commitment to serving others. As CFO, you will exemplify servant leadership, putting the needs of the Diocese and its community above personal interests.
4. **Collaboration:** We believe in the power of collaboration and teamwork. You will actively collaborate with the senior leadership team, parishes, and other stakeholders to achieve financial goals and support the broader mission of the Diocese.



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5. **Competency:** Upholding the highest professional standards, we seek individuals with strong financial acumen and expertise. Your competency and experience will be key to driving effective financial strategies and management.
6. **Integrity:** We hold ourselves to the highest ethical standards, acting with honesty, transparency, and accountability in all financial matters.
7. **Trust and respect:** Trust is the cornerstone of our relationships. You will build and maintain trust with colleagues, stakeholders, and the community while treating everyone with respect and dignity.

The CFO role at the Roman Catholic Diocese of Victoria presents a unique opportunity to contribute to the spiritual and social well-being of the community while ensuring responsible management of financial resources. The ideal candidate will be a dynamic financial leader with a strong commitment to the Catholic faith and a passion for driving positive change within the organization and the broader community.

We ask that individuals interested in a further discussion to send their resume to [kam.ketler@clearchoicehr.ca](mailto:kam.ketler@clearchoicehr.ca) We thank all interested applicants, however; only those selected to move forward will be contacted.